



REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

Metropolitan Planning Organization of Washoe County, Nevada

FACILITIES MAINTENANCE SPECIALIST OPEN COMPETITIVE RECRUITMENT

APPLICATION DEADLINE: 5:00 P.M. PDT, FRIDAY, SEPTEMBER 29, 2023

HOURLY SALARY RANGE: \$22.73 to \$33.22, depending on qualifications.

APPLICATION INFORMATION: Please **submit an RTC application and your responses to the supplemental questionnaire** using the following link to the RTC employment application: <https://www.rtcwashoe.com/about/careers/employment-application/> no later than **FRIDAY, SEPTEMBER 29, 2023 5:00 P.M. PDT**. The supplemental questionnaire is on the second page of this document. Please upload your responses to the questionnaire as a separate document to the RTC employment application.

THE REGIONAL TRANSPORTATION COMMISSION (RTC) OF WASHOE COUNTY, NEVADA an integrated transportation agency that serves as the Metropolitan Planning Organization (MPO), transit authority, and street and highway construction agency invites applications for the position of **Facilities Maintenance Specialist**.

THE JOB: The Facilities Maintenance Specialist is responsible for the maintenance, repairs and quality control and assurance of RTC facilities, equipment, and grounds to provide a safe and clean environment for RTC employees and customers. Essential responsibilities and duties may include, but are not limited to, the following:

- Perform routine maintenance and inspection functions, including preventive maintenance and repair, on existing RTC structures and facilities. Inspect, maintain and repair mechanical equipment, machinery and systems including, but not limited to: HVAC, plumbing, electrical, compressors, boilers, pumps, auxiliary generators, Compressed Natural Gas (CNG) equipment and electric vehicle charging stations for vehicle fueling systems according to specifications and codes. Perform routine maintenance and repairs of bus stop amenities.
- Inspects and audits contractor operated facilities, equipment, vehicles and grounds, and prepares reports of findings. Performs duties as assigned including, but not limited to, the following: landscape and irrigation system maintenance; snow removal; operating, fueling, washing, performing minor maintenance (wipers, light bulbs, etc.) and cleaning RTC vehicles; moving furniture and equipment; setting up meetings rooms; painting, sweeping lots; mopping spills; changing light bulbs; and/or trash clean up.
- Provide excellent customer service; establish and maintain professional working relationships with the public, co-workers, tenants, contractors and vendors.

Minimum qualifications: High School Diploma or GED equivalent; AND three (3) years of building and equipment maintenance and repair work; OR an equivalent combination of education and experience. Incumbents must be able to read and write, make basic measurements, and

effectively follow written and oral instructions. **Preferred Knowledge and Skills:** Experience with commercial electrical, HVAC and compressors.

PHYSICAL REQUIREMENTS: Performance of the essential and marginal functions requires maintaining physical condition necessary for sitting and standing for prolonged periods of time; for walking, kneeling, climbing, stooping on uneven terrain, in a variety of environmental conditions; lifting items weighing up to 50 pounds; using potentially dangerous tools; being exposed to hazardous materials and bio-hazardous substances as defined by OSHA; and driving a motor vehicle to work sites. Position required to report 24/7 as operational requirements dictate.

Benefits include: Nevada Public Employees' Retirement System – 100% agency paid; Medical, dental, vision, life and long-term disability insurance; Generous vacation, sick, and personal leave. Nevada does not have a state income tax, and we do not participate in Social Security.

ABOUT THE PROCESS: Applications & responses to the supplemental questionnaires will be evaluated to determine those candidates whose background and experience most closely meet the agency's needs. The most qualified candidates will be invited to participate in the next phase of the examination process, a panel interview that may include assessment exercise(s) to demonstrate possession of required knowledge, skills and abilities.

Supplemental Questionnaire

On a separate sheet(s) of paper, please answer each of the following questions. **This information MUST accompany the completed RTC application form.** Submission of your answers to the following questions is **MANDATORY**, and your application WILL NOT be considered without them. **Lack of experience in a particular area may not necessarily bar you from continuing in the process.** For questions 1-3, please indicate the name of the company, your position, and the name and telephone number of someone we can contact to verify the information.

1. Describe your facility maintenance experience including: HVAC, electrical, plumbing, carpentry, preventive maintenance and related other facilities activities (please list any others).
2. Describe your experience with equipment and tools associated with working in facilities maintenance including, but not limited to, the following: forklift, snow removal equipment, hand tools, HVAC controls and fire controls, and any other related facilities equipment and tools.
3. Please describe your experience with computers and specifically, with a Facilities Maintenance work order/management software system.

The RTC is an Equal Opportunity Employer and Drug Free Work Place