

# **MASS TRANSPORTATION AUTHORITY**

## **JOB DESCRIPTION**

**POSITION:** **DIRECTOR OF FACILITIES AND RISK MANAGEMENT**

**CLASSIFICATION:** EXECUTIVE

**GRADE LEVEL:** ONE - FOUR

### **SCOPE OF RESPONSIBILITIES:**

The Director of Facilities and Risk Management supervises and directs all Facilities/Building and Grounds and Risk Management staff and related activities; Responsible for identifying risks and developing strategies to mitigate or avoid those risks; Responsible for coordination of training and motivation of all Facilities, Maintenance, and Building and Grounds personnel, and execution of all maintenance operating procedures and safety programs; Ensures that all facilities, maintenance, and grounds related activities are executed according to approved organizational plan, program and budget; Ensures that maintenance activities contribute positively to the provision of consistently high-level customer service; Promotes and maintains morale and merit programs; and performs other duties as assigned.

**SUPERVISION BY:** GENERAL MANAGER

### **PRINCIPAL RESPONSIBILITIES:**

- Allocate resources to accomplish work assignments in an effective and efficient manner
- Develop an annual risk management plan
- Enforce operating and emergency procedures and safety programs, ensuring that personnel adhere to organizational safety procedures and operations rules and regulations
- Establish and execute overall facility maintenance program designed to ensure the proper maintenance of all organizational facilities and grounds to meet organizational safety and readiness goals
- Ensure proper design, construction, security, and maintenance of all work projects being performed by outside contractors on organization property
- Assist in the planning, design and construction of transit infrastructure projects including para-transit service centers, alternative fuel centers, non-emergency medical transportation centers and other facilities built and maintained by the Authority
- Consult with staff in other departments, including procurement, finance, and operations to ensure compliance with project requirements and federal policies and procedures
- Develop and/or review requests for proposals and qualifications, and partner with procurement to achieve the most advantageous solicitation process and pricing objective on facility project needs
- Provide project oversight and direct the activities of facility capital projects
- Resource on the selection and training of personnel to maintain staffing necessary to ensure efficient and effective execution of all work assignments
- Monitor program budget and execute the approved program within the approved budget

- Exercise direct control over all managerial personnel to ensure effective completion of all specified strategic planning, ongoing programs and schedules, such as the preventive maintenance program and facility inspection program
- Ensure that all building and grounds maintenance inspections are performed in compliance with all State and Local requirements
- Monitor all facilities with special emphasis on the preventive maintenance, safety and strategic planning
- Receive, investigate and research operations-related problems and/or complaints from the public, management and facilities personnel on a timely basis
- Develop, submit for approval, and monitor department budgets in the area of responsibility, and act to correct variances as required
- Participate in strategic planning, programming and budgeting process by providing recommendations and five-year planning forecasts
- Develop and communicate project management frameworks and methodologies based on best industry project management practices to deliver projects on time, on budget, within quality standards
- Maintain working knowledge of the organization management system and use data to increase productivity and efficiency of facilities operations
- Analyze all accidents and incidents that occur to determine specific actions necessary to reduce exposure to the organization
- Prepare progress reports to share with the Authority Board, staff and employees
- Serve as the contact person for all issues related to accidents, incidents and employee safety
- Counsel and discipline maintenance supervision as needed in accordance with organization procedures, rules, regulations
- Maintain effective management-union working relationships, assisting in contract administration and negotiations, at the direction of Human Resources
- Maintain positive working relationships with staff, providing a consistent level of accessibility, direction and advice
- Provide supervision with required data, materials and/or reports, both written and oral, as required or needed
- Coordinate the delivery of effective facilities training programs through Human Resources Department
- Provide periodic reports as requested by the General Manager
- Oversee the safety committee function
- Responsible for overseeing the viewing and archiving of video coverage of accidents and incidents that may result in litigation
- Responsible for risk assessment at each facility owned by the Authority and create reports to reflect findings
- Serve as the lead on all emergency management activities throughout the county
- Perform other duties as assigned

#### QUALIFICATIONS:

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Well developed communications, computer and administrative skills
- Ten (10) years supervisory experience, preferably in a facilities maintenance and risk management

- Excellent project management skills
- Ability to function successfully in a Team environment
- Ability to analyze complex reports and information and utilize same effectively
- Ability to work effectively in stressful situations while balancing multiple priorities and projects

EDUCATION and/or EXPERIENCE:

- Bachelor's degree in Business, or technology-related field and ten (10) years of experience with emphasis on risk management and in facility related maintenance.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Expected for work in a normal office environment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Typical of a facility maintenance environment.

SALARY:

Based on experience and educational level of applicant.

APPLICATION SUBMITTAL

Applications will be accepted until the position is filled. Apply in person at the MTA Administration Building, 1401 S. Dort Hwy., Flint **OR** any MTA location. Submit resumes to [jobs@mtaflint.org](mailto:jobs@mtaflint.org). MTA is an equal opportunity employer!

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*