

Let's Go, Triangle!

Triangle Transit is now



Triangle

Facility Coordinator

The Facility Coordinator is responsible for the scheduling and short range planning of the maintenance repair and grounds of the Bus Operations and Maintenance Facilities. The Facility Coordinator will oversee new construction and make regular repairs to the building and equipment. The Facility Coordinator will oversee the work of vendors and subcontractors.

Responsibilities include (but not limited to):

- Ability to enforce contract and service agreements for facility and equipment repairs.
- Experience in all aspects of building construction. Must have a can-do, self-reliant attitude with the ability to work independently or as a team.
- Maintaining the Facility Contingency Plan; creating a check list for the scheduled services and maintenance for all building and equipment.
- Ensuring Bus Operations and Maintenance Facility is a clean and safe workplace according to OSHA standards.
- Assisting the Construction Project Manager on new construction or remodel projects for the Agency as directed by the Maintenance Manager.
- Possessing considerable knowledge of and ability to use power equipment and hand tools.
- Ability to observe and repair problems that need fixing.
- Overseeing work of outside contractors.
- Recording all facility emergencies and developing relationships with outside emergency agencies.
- Maintaining the Manufacturers Safety Data Sheet (MSDS) program.
- Maintaining the Lock-Out, Tag-Out program.
- Keeping tool shed, trash areas, workshop, and construction areas clean and orderly.
- Maintaining a complete inventory of equipment, tools, supplies, and furnishings.
- Documenting repairs and maintenance through the automated work order system.
- Being on call in case of emergency and being part of the facility safety notification plan.
- Completing repairs and services to meet city and state requirements.
- Training and qualifying employees in the safe use of tools and shop equipment.
- Assisting the Maintenance Manager in the repair and maintenance of the Bus Operations and Maintenance Facility and other duties as required.

Minimum education includes an Associate's Degree and High School Diploma/GED equivalent, and a minimum three (3) years of experience as a Facility Coordinator or equivalent position is required. Additionally a certification in plumbing, heating, and air conditioning is also required. The candidate is must report to work even during adverse weather conditions, and be able to work on roof tops. They must have a good driving record and have or be able to obtain a class B Commercial Driver's License with a Passenger Endorsement, as well as meeting the Department of Transportation physical requirements and maintaining a valid DOT card. Analytical/diagnostic skills and computer proficiency are essential skills to this role. The candidate should continuously upgrade technical knowledge and skills to stay current on changes that occur each year. Safety standards must be upheld by remaining fully knowledgeable of and maintaining OSHA compliance with all safety rules and regulations, ensuring proper safety tools and equipment are used at all times, and reporting safety hazards and/or violations.

Salary range is \$44,793 - \$83,757.

Qualified candidates can email cover letter and resume to: jobs@gotriangle.org or mail to: GoTriangle, PO Box 13787, RTP, NC 27709.

No phone calls or 3rd party solicitations, please. EOE