

* JOB ANNOUNCEMENT*

Supervisor of Rail Facilities Grade 26

DUTIES: Supervises staff (e.g. Maintenance Leader, Maintenance Technician, Maintainer, Maintenance Trainee, Laborer, etc.) to ensure safe, efficient work environment and operation of various equipment. Maintains working relationship with other departments, contractors, government agencies, etc., to ensure safe operations. Assigns staff to perform tasks and updates and maintain logs, records, etc., for PM systems, etc. Conducts preparation and follow-up of various contractors working for the GCRTA and monitored by the Facilities Section. Monitors job skills and safety performance of maintenance staff. Practices safety measures and precautions at all times. This position is on call, 24 hours a day, 7 days a week, 365 days a year, unless prior arrangements have been made with your immediate supervisor.

MINIMUM REQUIREMENTS: Applicants must have a high school diploma or GED equivalent. Associate degree is preferred. It is recommended that the degree be in facilities management, business management, business administration, or a related field. Applicants must have at least four (4) years of progressive experience in facilities maintenance or similar experience, including planning or assisting with the planning of projects such as: electrical systems, plumbing, carpentry, equipment overhaul, roofing etc. Applicants must have at least one (1) year of experience in a lead role or a role supervising personnel performing maintenance activities. Applicants must have excellent written and oral communication skills, strong analytical skills, strong interpersonal skills, and the ability to effectively manage people and projects, the ability to effectively management time and budgetary issues and must be able to demonstrate these abilities prior to entering the position. Experience with Microsoft Office Applications (Word, Excel) is required. Experience using Oracle/Ultramain or similar systems preferred. Applicants that are not currently certified plumbers and electricians, must obtain such certification within 1 year after entering the position.

STARTING SALARY RANGE: \$48,589 - \$64,380 annually.

FILING OF RESUMES: Resumes must be received in the Human Resources Department of the Greater Cleveland Regional Transit Authority by fax (216) 781-4483, e-mail address: jobs@gcrta.org, or mail to 1240 West 6th Street, Cleveland, Ohio 44113. **This position will remain open until filled.**

SELECTION PROCESS: This is a non-bargaining exempt position. No Eligible list will be established. The selection process will include one or more components to demonstrate applicants' knowledge, skills and abilities in job related areas. These may include exercises such as practical demonstrations, written communications, oral interviews and/or competency assessments.

AN EQUAL OPPORTUNITY/ADA EMPLOYER

Job Grade: 26
Date: July 21, 2011
Job Announcement No.: 2011-74

Web Site Address: www.rideRTA.com
Email address: jobs@gcrta.org