



## Job Opening Facilities Services Manager

**Salary:**

**#12-00071**

\$5,905.17 - \$9,841.92 Monthly    \$70,862.00 - \$118,103.00 Annually

**Opening date:**

10/05/12

**Closing date:**

10/19/12 05:00 PM

**Position Summary:**

Oversee and manage Facilities Services for the TriMet buildings, grounds, and on-street amenities. Manage service contracts and agency staff to deliver landscape, janitorial, shelter cleaning, and other needed services to support the operations of TriMet.

Ensure a commitment to safety through effective leadership, role modeling and implementing practices that demonstrate safety is a fundamental value and a priority in all aspects of work. Perform related duties as required.

**Essential Functions:**

1. Oversee the delivery of janitorial, landscape, and shelter cleaning services for TriMet facilities. Prepare task lists and estimate costs of related activities. Prepare bid documents for contracted services. Oversee and monitor related service contracts.
2. Responsible for the effective staffing, development and supervision of facility maintenance management and line staff. Apply provisions of the labor agreement in accordance with TriMet guidelines. Develop and implement effective work schedules that maximize staff capabilities and meet agency priorities.
3. Prepare operating and capital budget requests, perform forecasting, control, and fiscal management over services provided.
4. Coordinate with all TriMet departments to define and provide services needed to maintain a productive and safe work environment.
5. Review work policies, work assignments and schedules, customer service requirements, and business and management practices in the Facilities Management Department, developing and implementing necessary improvements. Identify benchmarks and institute continuous improvement processes.
6. Actively participate on Facilities Maintenance management team and other agency departments to identify and implement productivity improvements.
7. Assume a lead role in managing concessions, leases, and vendor contracts for TriMet.

**Position Requirements:**

Bachelor's degree in business, management, public administration, or related field.

Ten years of progressively responsible experience, with five years at management level. Experience in managing combinations of professional staff and union employees required.

Intermediate skills with Word, Excel, Outlook, database applications and other software applications.

Or any equivalent combination of training and experience.

**Selection Criteria:**

1. Demonstrated knowledge and ability in budgeting, cost tracking, and cost estimating practices for both in-house and contracted services.
2. Demonstrated knowledge of effective management principles and practices.
3. Ability to effectively manage facility-related service contracts.
4. Demonstrated ability in the management of both union and non-union staff, including the ability to delegate, coach and counsel, discipline, and determine and implement effective training for staff.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to establish and maintain effective working relationships with employees, management and the general public, including those from culturally diverse backgrounds, the elderly, persons with disabilities and/or other vulnerable populations.
7. Ability to review and write clear and concise technical reports.
8. Ability to manage competing interests and allocate resources in a fair manner to support overall organizational goals.
9. Ability to operate personal computer systems including Word, Excel and Outlook. Demonstrated proficiency to accurately keyboard (type).
10. Skill in developing and managing work teams both in-house and partnering with outside contractors.
11. Skill in effectively managing lease agreements and concessions.

**Type of Position / Grade / FLSA:**

Grade 16, Exempt, Non-Union.

**Selection Process** – Candidates will be selected based at a minimum on the result of:

1. Application Review/Resume & Cover Letter
2. Panel Interview
3. References & Degree Verification

**Supplemental Information:**

It is your responsibility, and to your benefit, to describe in detail how your education, training and work experience meet the requirements of the position for which you are applying. If applicable, please provide at least ten years of your work history, including any volunteer and internship experience you may have. You are encouraged to attach a resume, cover letter, training certificates and letters of recommendation with your application.

Online applications are permitted five attachments; however each attachment is limited to 5MB. Please include your attachments in the "Resume Attachment" section (please try to combine documents as much as possible). A second option for attaching multiple documents is to send them to [careers@trimet.org](mailto:careers@trimet.org) and we will attach them to your online application. You may also fax your materials to 503-962-3477 or 503-962-7440. Incomplete applications will not be considered. Resumes will not be considered in lieu of a completed application.

To apply, please visit our website at <http://trimet.org/careers>

We regret that due to the high volume of applications we receive, we currently only contact applicants who are highly qualified and most closely match our job requirements.

Internal applicants: Information in your personnel file will not be used in lieu of information requested on your application. Incomplete applications will not be considered.

If you are a qualified veteran and would like to apply for veterans' preference points, you will need to reflect your status on the application and submit supporting documentation with your application by the closing date of this recruitment. Documentation must be attached to your application.

Persons needing an accommodation under the Americans with Disabilities Act for any part of the application process should contact TriMet Human Resources staff at 503-962-7505, or the TTY line at 503-962-5811. A minimum of two workdays notice prior to the need for accommodation is required.

TriMet is an equal opportunity employer, committed to developing an organization that is reflective of and sensitive to the needs of the diverse community we serve, including the elderly and persons with disabilities.

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**4012 SE 17th Ave., Portland, OR 97202 · 503-962-7640 · [trimet.org/careers](http://trimet.org/careers)**

*An Equal Opportunity Employer*