

Job Title: FACILITIES PROJECT MANAGER – Cape Cod Regional Transit Authority

Location: Hyannis, Massachusetts 02601

Weekly Schedule: Mon-Fri, 8:30-4:30, occasional Saturday coverage, weeks per year: 52

Salary Commensurate with Experience

Job Description:

The Facility Project Manager position is fully funded through the American Recovery and Reinvestment Act (ARRA). The Facility Project Manager's goals and objectives are to operate and maintain the integrity of the Cape Cod Regional Transit Authority Hyannis Transportation Center and the Cape Cod Regional Transit Authority Operation's Center and surrounding grounds of the locations, efficiently, fiscally, and responsibly in response to ARRA. This includes, but is not limited to all ARRA capital projects (all to be completed by December 31, 2011), mechanical, electrical, custodial services, pest control, and plumbing systems that serve the buildings and its occupants. The Facility Project Manager will also develop and maintain an annual capital maintenance plan and execute those projects that are approved by the Administrator. Lastly, the Facility Project Manager will manage capital and service contracts, coordinate the purchase and implementation of capital equipment, serve as Safety Team Leader, comply with OSHA, State, Federal, and local regulations, and plan and implement preventive maintenance for buildings and systems and superior customer service to departments.

Job Requirements:

- Bachelor's degree education preferred.
- Minimum of 5 years building management & maintenance experience in areas noted above
- In-depth working knowledge of HVAC systems, heat/air conditioning systems, security, electrical, plumbing, construction, fire alarms and security systems
- Maintain fire/safety standards per local building codes
- Inspect buildings daily to determine general condition and plan for needed repairs or improvements
- Complete the following projects within ARRA timeline: HVAC Upgrade, Skylight Replacement, Repairs in mechanical room, Fencing, Paving, Bus Shelter Construction, Security System Implementation, Energy Efficiency Implementation
- At least 3 years successful supervisory experience
- Ability to lift a minimum of 50 lbs. and work in tight spaces
- Excellent planning, organizational and analytical skills
- Ability to prepare and administer an accurate budget; effective problem-solving skills, quality conscious and ability to multi-task effectively.
- PC literacy, Microsoft Office/at least Excel proficient
- Excellent planning, organizational and analytical skills
- Provide weekly reports on facilities status to Administrator
- Outstanding people and communication skills
- Willing to be on call as needed

CCRTA is an EOE/AA.

Submit Resume to

CCRTA, Box 1988

Hyannis, MA 02601 no later than March 24, 2010

Contact Julie Quintero-Schulz (jquintero-schulz@capecodrta.org) for additional information.