



Company Name: Capital Area Transit System

Title of Position: Assistant Facilities Manager

Position Type: Full time

Pay Range: \$50,000.000 - \$65,000

Description of Responsibilities:

The Assistant Facilities Manager is responsible for supporting the Facilities Manager in ensuring the effective and efficient operation of the facility. He/She will work closely with the Facilities Manager and other team members to ensure the facility is well maintained, safe and complaint.

Essential Duties (These responsibilities are a representative sample; position assignments may vary):

- Assist in the day to day operations of the facilities while ensuring compliance with all local, state and federal regulations
- Maintain and update records for equipment systems and supplies used by the Facilities and Building and Grounds teams
- Work closely with Facilities and Building and Grounds supervisors to ensure development and implementation of best practices for facility management
- Responsible for maintenance, repair, and management of the facility's physical infrastructure, as well as overseeing the work of vendors, contractors and staff
- Conduct regular inspections and report any issues or necessary repairs to Facilities Manager
- Assist in the development and management of the Facility and Building and Grounds budget
- Performs other duties as assigned or apparent by the Facilities Manager

Required knowledge/skills:

- Strong knowledge of facility management
- Proficient at utilizing a computer and related software programs
- Works independently with general supervision
- Working knowledge of building systems, plumbing, HVAC, electrical, etc.
- Project management
- Maintain cooperative working relationships
- Attention to detail
- Strong organizational skills
- Critical thinking/problem solving
- Time management
- Excellent written and verbal communication skills



Education, training and experience requirements:

Associate's or Bachelor's degree in business, engineering or a related field

3-5 years experience in facility management or a related role

Must satisfactorily pass a background examination, physical examination, and DOT drug/alcohol screening.

How to apply:

Please submit a cover letter and resume to: catscareers@brcats.com. Applications and resumes will be received until suitable candidate(s) are selected.

CATS is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.