



## FACILITIES SUPERVISOR

Company Name: Capital Area Transit System

Position Type: Fulltime

Location: Baton Rouge

The Capital Area Transit System, commonly referred to as CATS, provides bus services to residents of and visitors to Baton Rouge and Baker, Louisiana.

**CATS Mission Statement:** Enriching the lives of our customers and communities by offering independence and safety ... connecting you to what matters.

**CATS Vision:**

- Safety First
- Customer-Focused
- Drive Economic Excellence
- Integrity in Everything We Do
- Social and Environmental Responsibility

**CATS Governance:** CATS is governed by a nine-member Board of Commissioners, which meets monthly to handle the business of the agency. The CATS Board hires a CEO to manage the day-to-day functions of the agency and implement its strategic visions for the system. CATS is an independent agency from the City-Parish government, funded by a combination of a local millage, self-generated funds, and state and federal transportation dollars. The Baton Rouge Metro Council appoints the nine members of the CATS Board of Commissioners.

**Summary/Objective:**

The **Facilities Supervisor** supervises and coordinates facilities maintenance and maintenance program activities and operations within the facilities department including buildings, grounds, right-of-ways, parking lots, terminal, and surrounding areas.

### Essential Duties:

- Supervises and coordinates the day to day activities of the custodial team
- Inspects building and grounds to ensure safety and identify problems
- Maintain operating and administrative records and reports
- Estimates supply orders of materials, tools and equipment by working closely with the custodian manager
- Trains, motivates and evaluates assigned personnel to correct deficiencies and implements discipline procedures, inspect work for quality and productivity
- Performs other task associated with department and directed by management

### Education, Knowledge and Skill:

High school diploma, GED or equivalent and five years' experience in facility or building management in an industrial or transit environment

Knowledge of operational characteristics, the methods and techniques of landscaping, safety measures, and cleaning supplies

Ability to communicate effectively, clearly and concisely; plan, coordinate and schedule maintenance; and use hand and power tools applicable to trade

### How to apply:

Please complete online application at [www.brcats.com/apply](http://www.brcats.com/apply) or submit application and resume to: [catscareers@brcats.com](mailto:catscareers@brcats.com).

***CATS provides equal employment opportunities (EEO) to all employees 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. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation and training.***

*We are 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 law.*