



VACANCY ANNOUNCEMENT

Job Title: Facilities Maintenance Coordination Manager

Department: Support Services

Union: Non-Represented

Salary Range: \$73,104 - \$97,834

Posting Period: Friday, April 26, 2019 – Thursday, May 9, 2019 (Internal Posting Only)

Persons Eligible:

Current employees of the Philadelphia Parking Authority who have been in their current position for at least six months.

General Description:

The Authority is looking for a qualified and skilled individual to manage a comprehensive facilities maintenance and repair program. Reporting to the Director of Support Services, this employee will develop a program of preventive maintenance; inspect all facilities to determine repairs and maintenance work to be performed outside the normal preventive maintenance program; determine and document the scope of work involved; submit work orders for Facilities Maintenance work, submit requests for on-call contractors for required service, submit requests to Construction Management with enough specificity for evaluation of required construction services. Work requests will be submitted based on the skill set of Facilities Maintenance employees, contracted vendors, and construction firm required for the task. Inspection of completed work and reporting results to the facility management is required.

Principal Duties:

- Inspects all facilities on an established schedule, documents deficiencies based on industry standards of structural, mechanical, maintenance, and cleanliness; document; submit an appropriate request for corrective action; inspect completed work and document repairs.
- Devises and schedule a preventive maintenance program of inspections, testing, lubrication, and parts replacement; submits work orders or purchase requisitions to complete work required under the preventive maintenance schedule; schedules contract maintenance; monitors progress and inspects completed preventive maintenance work; documents completed work and reviews and approves invoices related to preventive maintenance contracts.
- Prepares specifications for maintenance and repair service contracts; inspects and monitors work for conformance to requirements; maintains records of work planned, in progress and completed; maintains a record of materials and supplies used; prepares reports of work performed, work hours, costs and other pertinent information.
- Monitor all maintenance contracts, submit purchase requisitions or request for bid for contract renewal, ensure compliance with contract terms and quality of work.
- Plans, assigns, reviews and coordinates, through the Director of Support Services and Facilities Maintenance Managers, the work of diversified crews of skilled, semi-skilled and trades workers; assigns priorities to work projects and activities; prepares periodic schedules for preventive maintenance; gives special instructions as needed; inspects major maintenance and repair sites to determine best method, size and composition of work crews and needed skills, materials and equipment; analyzes and evaluates performance in relationship to established timetables, and departmental and maintenance standards; reviews supervisors' reports of work progress, work completions projections and resource utilization.
- Serves as a technical advisor in matters concerning building maintenance and construction; refers major construction projects to the Construction Management and Capital Projects Department.

- Ensure all work is scheduled to minimize the impact on the Authority's ability to operate effectively and efficiently; coordinate work with operating department management; respond to concerns of operating departments related to maintenance and repair.

Required Knowledge, Skills and Abilities:

- Plan, organize, direct and coordinate the activities of a multi-skilled staff providing a variety of maintenance services.
- Evaluate the quality and effectiveness of the overall maintenance program.
- Estimate labor, materials, costs and time needed in the completion of individual projects and general year-round facilities maintenance and repair.
- Requisition and specify materials, tools, and supplies essential to facilities maintenance and repair.
- Make, interpret, and utilize technical sketches and plans.
- Communicate effectively both orally and in writing.

Establish and maintain effective working relationships with operations staff, maintenance staff

Working Hours: Monday through Friday during normal work hours

Minimum Acceptable Training, Experience, and Education:

- Degree in construction management, project management, architecture, structural engineering or related field.
- Minimum of five years' experience in trades commonly used in facilities maintenance.
- Possession of a valid driver's license.
- Knowledge of:
 1. The practices, methods, materials and tools commonly used in all phases of facilities maintenance and repair.
 2. Maintenance and scheduling procedures essential to the upkeep of large structures and buildings.
 3. The cost of labor, materials and time necessary to complete a variety of facility maintenance and repairs.
 4. The occupational hazards and safety precautions involved in facilities maintenance and repair activities.
 5. Supervisor methods and techniques.
 6. Administrative practices and procedures as they relate to the direction of a comprehensive facilities maintenance and repair program.
 7. Record keeping and other clerical procedures needed to effectively implement a broad-based facilities maintenance and repair program.

SELECTION CRITERIA:

TESTING: No

SELECTION CRITERIA:

65% - ORAL INTERVIEW, **(QUALIFIED CANDIDATES WILL BE CONTACTED FOR INTERVIEWS)**

30% - ATTENDANCE

5% - LATEST ANNUAL PERFORMANCE EVALUATION.

APPLICANTS WHO HAVE AT LEAST TEN (10) YEARS OF SERVICE WILL HAVE FOUR (4) POINTS ADDED TO THEIR TOTAL SCORE. ONLY THOSE APPLICANTS WITH A COMBINED TOTAL SCORE OF 70 OR HIGHER WILL BE PLACED ON THE ELIGIBILITY LIST.

The Philadelphia Parking Authority is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status.

PLEASE SUBMIT RESUME TO:
MR. DARRYL WHITE, DEPUTY MANAGER
HUMAN RESOURCES DEPARTMENT
PHILADELPHIA PARKING AUTHORITY
701 MARKET STREET, SUITE 5400
PHILADELPHIA PA 19106