

Facilities Assistant

Fleet & Facilities

BASIC PURPOSE AND PRINCIPAL RESPONSIBILITIES

The VVTA Facilities Assistant performs a full range of maintenance duties at all VVTA facilities and locations. Performs quality assurance checks of the facilities, assists with contractor facilities maintenance oversight, performs routine checks for cleanliness and maintenance for VVTA facilities, cleans and maintains bus shelters as needed or assigned, assists with capital project planning and oversight, and coordinates with the contracted maintenance department for cleaning and minor maintenance duties for all facilities.

SUPERVISION RECEIVED AND EXERCISED

Is under the general direction of the Chief Maintenance Officer and the Senior Fleet and Facilities Analyst.

EXAMPLES OF DUTIES:

- Assists with facilities maintenance contractor oversight.
- Performs routine facilities walkthroughs and inspections.
- Reviews contractor preventive maintenance inspection on time performance, work orders, and maintenance management system data.
- Assists the Chief Maintenance Officer with planning capital replacement/refurbishment projects.
- Under the direction of the Chief Maintenance Officer, supports and assists with capital project management and oversight.
- Reviews and updates asset management software, such as Asset Panda, Asset Calc, and Ron Turley Associates, for accuracy and cycle replacement/renewal projects.
- As needed, performs a wide range of cleaning and sanitation of both the interior and exterior facility and grounds including sweeping, restocking toiletries, mopping, vacuuming, disinfecting, pressure washing, and wiping.
- Keeps inventory of all cleaning supplies and reports order requests to the Senior Fleet Analyst, or other specified VVTA staff.
- Monitor, inspect, clean, and maintain bus shelters and amenities, daily, within VVTA's service area.
- Checks for, cleans, and removes graffiti as necessary from grounds, signs, and facilities.
- Replaces light bulbs, and makes minor repairs as needed.
- Reports any unsafe conditions to the Maintenance team.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Sanitization and cleanliness.
- Traffic safety.
- Facilities maintenance.
- Maintenance and cleaning equipment.
- Proper use of hand and power tools.
- Usage and storage of chemicals and other hazards.
- Blood borne pathogens and health and safety procedures.
- Personal Protective Equipment (PPE).
- MS Office programs including: word, excel, and outlook.
- Transit maintenance operations and procedures.
- Asset management principals.
- Computer applications related to the work, including word processing, spreadsheet and database applications

Ability to:

- Learn, use, and maintain cleaning equipment and materials with skill and efficiency.
- Safely operate a pickup truck with an attached trailer.
- Safely operate a forklift.
- Safely operate hand and power tools.
- Learn and utilize safe work practices.
- Understand and apply oral and written instructions.
- Work effectively and efficiently independently of supervision.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Work outdoors in all seasons and conditions.
- Pay attention to detail, and sufficiently keep assets at a high standard of cleanliness.
- Ability to keep an organized record of cleaning supply and other inventories.
- Sufficiently use a tablet and computer to perform inspections, run reports, analyze documents, and send emails.
- Compose general correspondence and letters.
- Learn and utilize vehicle and facility maintenance management systems.
- Research, compile routine data, such as statistical, financial, and operational information; develop written information.
- Compose spreadsheets utilizing graphs, formulas, trends, pivot tables/charts, etc.
- Learn and understand local, state, and federal regulations and codes.
- Learn and understand basic public agency purchasing, including competitive bidding procedures.

- Maintain confidential information, records, and files.
- Respond to issues and resolve problems effectively within established guidelines.

Skill in:

- Cleaning and Sanitation
- Communication
- General maintenance and facility repairs
- Self-Discipline
- Organization
- Problem solving
- Effectively operating a computer using Vehicle and Facility maintenance tracking programs, word processing, database, calendaring, e-mail , and spreadsheet software

Experience and Education:

Any combination of experience and training that would provide the required knowledge, skills, and abilities is qualifying.

Experience:

Two years in building maintenance or similar field.

Education:

High School graduate or equivalent.

License or Certificate:

Possession of a valid California driver's license is required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

SPECIAL SKILLS AND WORK ENVIRONMENT

Physical Skills:

Mobility to work outdoors, in various weather conditions. Physical ability to use standard cleaning equipment, including a pressure washer; stand for prolonged periods; Bending, reaching, lifting heavy objects; vision to read printed materials, and see objects that need to be cleaned, or removed; hearing and speech to communicate in person and over the phone; intermittently twist and reach trash and other objects that need removal; dexterity to use; travel to and from various sites.

Work Environment:

Work in an outdoor environment in various weather conditions, travel to various locations, and also works indoors.

FLSA: Non-exempt

Established: 2024-02