



**METRO Regional Transit Authority**  
**Facilities Manager**

<b>SALARY</b>	\$78,000.00 - \$85,834.00 Annually	<b>LOCATION</b>	416 Kenmore Blvd, Akron
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	202500007
<b>DIVISION</b>	Operations	<b>DEPARTMENT</b>	Maintenance
<b>OPENING DATE</b>	01/16/2025	<b>CLOSING DATE</b>	3/21/2025 11:59 PM Eastern

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## Description

**Position Summary:** Manages the daily operations of all facilities functions to ensure that all janitorial services, preventative maintenance, scheduled and non-scheduled repairs, emergency repairs, grounds upkeep and improvement projects and facility administrative functions are being performed efficiently and effectively.**Reporting Relationships:** Position Reports to: Director of Asset Management Direct Report By Title: Indirect Reports by Title: Number of Reports: Direct 4 Indirect 0

## Examples of Duties

**Essential Job Functions:** *To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions described in this position description. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this position description.*

Job Responsibilities:

- Schedule outside contractor services related to facilities, grounds and janitorial functions.
- Participate in internal conflict resolution, investigations, interviews, as required.
- Facilitate communications among METRO employees and facilities staff, customers, vendors, and outside contractors.
- Set up for special events.
- Assist METRO RTA customers when needed.
- Work with training personnel and Safety Director to ensure personnel at METRO receive appropriate training/retraining on emergency procedures, evacuations, etc.
- Report all safety concerns immediately and ensure they are handled ASAP. File incident/injury/accident reports as required.
- Prepare and monitor/maintain preventative maintenance schedule for facility, grounds, janitorial and support equipment and systems.
- Coordinate with vendors to see that the ATM, all vending machines, etc. are in good working order.
- Develop budget recommendations for facilities maintenance and janitorial services, building, grounds, equipment and support systems, administrative cost, and materials and supplies.
- Monitor and work with management, vendors and/or contractors to correct deficiencies at all METRO properties as required.

- Receive deliveries and determine who will put them away.
- Maintain a clean and safe work environment.
- Maintain appropriate building supply inventory levels.
- Maintain all METRO life safety systems.
- Other duties as assigned.
- Attendance is an essential part of the job.

## Typical Qualifications

### Experience and/or Educational Requirements:

Position requires high school diploma or equivalent. Must have at least 3 years of progressive experience in facilities management. Excellent written and oral communication: Strong management skills; Strong interpersonal skills; Time management and budgetary skill; Basic computer skills and including Excel. Valid Driver's license is required for the job.

### Required Skill Sets:

#### Occupational/Technical Skills

- Knowledge of modern office methods, procedures, equipment and standard clerical techniques.
- Ability to use spreadsheet, word processing and selected job-specific software.
- Ability to demonstrate initiative and independent judgment.
- Ability to use a computer terminal to accurately and rapidly enter and retrieve data information.
- Knowledge of basic budgetary principles and practices and Administrative Skills.

#### Communications Skills

- Ability to organize work, set priorities and meet critical deadlines with a minimum of direction.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to define problems, collect data, establish facts and draw valid conclusions so as to resolve problems.
- Ability to prepare clear and concise reports, correspondence and other written materials.
- Knowledge of techniques of effective time management.
- Ability to speak effectively with individuals and small groups, and to respond to questions.
- Ability to keep clear and accurate records and reports.

#### Cognitive and Interpersonal Skills

- Ability to perform basic arithmetic, including addition, subtraction, multiplication and division.
- Ability to establish and maintain effective working relationships with various departments, individuals or other internal groups.
- Ability to read and interpret documents such as rules, operations and maintenance instructions, and procedure manuals.
- Ability to use tact and discretion.
- Ability to apply logical thinking to solve practical problems.
- Ability to deal courteously and diplomatically with the general public.
- Ability to deal with a variety of concrete variables in situations where significant standardizations exist.
- Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials and vendors.
- Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary.

#### Leadership Skills

- Ability to interpret a variety of instructions in written, oral, diagram or schedule form.
- Ability to demonstrate conflict management skills.
- Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information.

## Supplemental Information

### Physical Requirements and Working Conditions:

Work is typically performed indoors and is subject to pressure from contacts with the general public, individual citizen contact, night and/or weekend meetings, internal customer contact and deadlines under pressure.

**When applying, please provide any previous employer's contact information for up to the past 12 years.**

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**Agency**

METRO Regional Transit Authority

**Address**

416 Kenmore Blvd.

Akron, Ohio, 44301

**Phone**

3307620341

**Website**

<https://www.yourmetrobus.org>