



Rhode Island

Airport Corporation

External JOB POSTING PVN# 2024-23

Candidates must pass an oral interview with a score of 70% or higher.

<u>Title:</u>	Manager of Building Maintenance
<u>Department:</u>	Building Maintenance
<u>Reports To:</u>	VP, Operations & Maintenance
<u>Starting salary:</u>	\$60,316 - \$72,220 (with increases to \$90,076)
<u>Union Status:</u>	Union
<u>Shift:</u>	Monday – Friday 8:00am – 4:30pm

Summary: Involves responsibility for supervising, planning, directing, and organizing through subordinate personnel the work of skilled and semiskilled staff engaged in the operation, maintenance, repair modification and construction repairs of the buildings at all RIAC airports. This work is performed with considerable latitude for independent judgment and action. Work is reviewed by the VP of Operations and Maintenance through reports and daily interaction.

Essential Duties and Responsibilities:

Other duties may be assigned; the essential duties and responsibilities include the following:

- Develops work plans, material cost estimates, manpower requirements, and priorities for building projects.
- Prepares reports as needed to manage use of people, supplies and equipment.
- Procures materials for the Department using current RIAC procurement policies.
- Inspects completed work for compliance to blueprints, specifications and standards.
- Studies production schedules and estimates man hours for the job.
- Interprets and enforces RIAC policies and procedures to staff, to include safety standards and best practices.
- Establishes and adjusts work procedures to meet production schedules.

- Suggests changes in work process and use of equipment to increase efficiency of work crews.
- Analyzes and resolves work problems or assists staff to solve problems.
- oversees and motivates staff to achieve work goals.
- Maintains staff's time, overtime, and production records.
- Is available to take calls after normal hours; and responds to emergencies as needed.
- Confers with directors, supervisors and managers to determine building maintenance needs.
- Responsible for and ensures the proper care of assigned motor equipment, including, and checking fuel and fluid levels, tire pressure, lights, and general condition and cleanliness.
- Operate two-way radio equipment to transmit and/or receive using approved aviation terminology.
- Perform manual labor as required to conduct building and facility maintenance.
- Perform basic trade and construction work and assist in construction projects as required.
- Responsible for proper and safe use of equipment by staff.
- Strictly adhere to security provisions at all times, including entrance and egress from security doors and gates.
- Communicate using two-way radios for coordination with other RIAC and outside agencies personnel.
- Must be readily available and willing to report to work during winter storm events and as required for emergency response.
- Assist in snow and ice removal from all operational areas of the airfield, roadways, and walkways, as required.
- Responds to emergency problems for the Building Maintenance department to form an initial assessment, temporary repair, and/or implement any necessary public protection action required.
- As needed, performs activities of staff in the exercise of management duties.
- Assists in developing preventative maintenance standards, policies and procedures.
- Inspects work in progress and upon completion.
- Assists in preparing annual budgets and staffing requirements.
- Other related duties may be assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Supervisory Responsibilities:

- As described above for the Maintenance Technicians, HVAC Technicians, Plumbers, Electricians, and other staff who may be assigned permanently or temporarily.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Special qualifications include:

- Understands the essential elements of maintaining large commercial buildings.
- The ability to supervise personnel and build a team.
- Computer experience as it applies to basic Microsoft applications and building maintenance management.
- Ability to plan, read blueprints, wiring schematics other and architectural and construction drawings.
- Knowledge of the tools and techniques used in the building trades.
- Knowledge of plumbing, electrical, mechanical and energy management systems.
- Experience with modern HVAC, boiler, emergency power generation, fire protection, and security systems with computerized electronic control systems.
- Ability to manage many projects simultaneously and work with outside contractors.
- Possess a working knowledge of the occupational hazards and safety precautions of building maintenance and construction.
- Ability to plan, assign and supervise the work of a varied group of skilled and semiskilled workers.
- Ability to make sketches or plans for improvement or alteration of buildings and equipment.
- Ability to estimate amounts of materials necessary for maintenance work.
- Possess a working knowledge of the operation of mechanical equipment and proper use of common tools and materials.
- Ability to make varied repairs without supervision.
- Ability to analyze and work from blueprints, working drawings, and sketches.
- Conditioned to endure prolonged standing, squatting, kneeling, stooping and considerable walking.
- Possess the skills and ability to make emergency minor repairs to equipment.
- Ability to understand and carry out oral and written instructions, to include use of a computer.
- Ability to successfully achieve and maintain an airport security clearance to access the airfield and airport terminal building.
- Ability to lift at least 50 pounds from the ground to waist level on a repetitive basis.
- Ability to work at heights above 20 feet for building maintenance.
- Capable of climbing ladders.
- Capable of working with hands above the head.

Education/Experience:

- High school education required.
- Additional training in building maintenance systems is preferred; or

- Any combination of education and experience that provides the knowledge, skill and ability to perform the duties of this position.
- Background in the use of computers.

Certificates, Licenses, and Registrations

- Valid driver's license
- Trade license desirable but not required.

Physical Requirements:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Squatting, kneeling, stooping and lifting.
- Use of hands and fingers to operate tools and equipment.
- Some sitting behind a desk and viewing a monitor for extended periods.
- Working in extreme cold for extended periods of time.
- Some working at heights from lifts, roofs and ladders.
- Prolonged standing and considerable walking.
- Lifting up to 50 pounds from a dead weight several times each day.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Work Environment:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this position:

- Receives general directions and instructions from a supervisor with wide latitude for the exercise of independent judgment; work is reviewed upon completion.
- Extremes of heat, cold, wind, dust, and dampness may be encountered as work is performed indoors and outdoors year-round.
- The use of personal protection equipment such as, but not limited to, hard hats, safety glasses, gloves and hearing protection shall be routinely required.
- Some exposure to dust from sanding and or other sources.
- Buildings at RIAC operated airports, and outside areas.

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The Rhode Island Airport Corporation is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Rhode Island Airport Corporation makes hiring decisions based solely on qualifications, merit, and business needs at the time.

This organization welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application process. The decision to grant a reasonable accommodation request will be made on a case-by-case basis.