

## Assistant Manager of Facilities Systems

Port Authority is seeking an Assistant Manager of Facilities Systems to be responsible for coordinating Facilities Systems activities for the Facilities Systems Department and directly supervise the Facilities Systems first level supervisors. Oversees the Facilities Systems Department in the absence of the Facilities Systems Manager.

### Essential Functions:

- Directs Facilities Systems supervisors in the performance of their work.
- Assists in all other Facilities Systems department supervisory responsibilities and coordinates functions with other Facilities and Port Authority personnel.
- Coordinates the training and qualification of supervisors and hourly employees on the use of related equipment, and proper maintenance and repair procedures as required.
- Communicates with individuals throughout the system to assess the support needed from the Facilities Systems department.

### Job requirements include:

- High School Diploma or G.E.D.
- Associate Degree in a technical discipline from an accredited school. Directly related experience may be substituted for the education on a year-for-year basis.
- Minimum of five (5) years directly related experience in any one of the Facilities Building Systems areas (carpentry, plumbing, equipment repair, electrical or HVAC).
- Minimum of three (3) years supervisory experience.
- Demonstrated ability in the use of Windows, Microsoft Excel and Word.
- Willingness and ability to work any shift and pass days.
- Responds to work related problems on a 24 hour a day basis.

### Preferred attributes:

- Demonstrated ability in the use of Microsoft Access and PeopleSoft.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (*with salary requirements*) and resume to:

Robyn Taylor  
Employment Department  
345 Sixth Avenue, 3<sup>rd</sup> Floor  
Pittsburgh, PA 15222-2527  
[RTaylor@portauthority.org](mailto:RTaylor@portauthority.org)

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