

Rail and Facilities Administrator

Pittsburgh Regional Transit is seeking a Rail and Facilities Administrator to establish, coordinate and administer facilities and rail systems information as it applies to preventive maintenance procedures/checklists, equipment data and warranty programs. Conduct analysis and provide administrative support for MWOS and facilities & rail maintenance employee data.

Essential Functions:

- Compiles, verifies, and distributes preventive maintenance information. Inputs data as necessary into Maintenance Work Order System (MWOS). Prepares weekly reports for upper management. Updates Facilities & Rail rosters, emergency contact lists and prescription safety glass program.
- MWOS Super User that operates all sections of this system with proficiency. Guides MWOS users through multiple types of issues and will also be a MWOS trainer. Reviews and resolves assigned MWOS help desk tickets.
- Compiles and maintains records pertaining to warranty equipment and material. Tracks and keeps records of failures and related labor costs. Prepares warranty claims and/or return material authorizations to recover costs associated with warranted failures or incorrect deliverables.
- Assists in preparing, analyzing, and monitoring budgets. Provides administrative support to managers for reimbursement reporting.

Job requirements include:

- Two (2) year technical degree/Associate degree in Computer Science, Information Technology, Business or Communications or directly related field from an accredited school and three (3) years of experience working in facilities maintenance, preventive maintenance or warranty claims. Directly related experience may be substituted for the education on a year-for-year basis.

or

- Bachelor's degree in Computer Science, Information Technology, Business or Communications or directly related field from an accredited school and one (1) year of experience working in an administrative capacity.
- Strong computer and statistical analysis skills using a computerized maintenance information system.
- Must be able to work on off shifts.
- Demonstrated ability in the use of Microsoft Windows Word and Excel.
- Effective and professional communication skills.

Preferred attributes:

- Experience with a Work Order System.
- Experience in developing work schedules.



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

Alex Kumnik
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EOE