

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, verifies, and collects asset data and provide administrative support to the department manager.

Essential Functions:

- Compiles, verifies, and distributes preventive maintenance information. Verifies asset preventive maintenance data and identifies and verifies assets. Write PM procedures and schedules. Prepares weekly reports for upper management. (Compiles = Going onsite to examine existing asset and record asset information). Assets are located anywhere across PRT properties (all properties, LRT track, busways, and any facility) for PRT's Transit Asset Management (TAM) plan.
- Participates with Manager in providing User training for employees interacting with the asset management database.
- Compiles information from Technical Support Division and maintains records pertaining to newly purchased or installed assets as per TAM plan (i.e., AC Units etc.) to warranty equipment and material. Tracks and keeps records of failures and related labor costs. Generates and distributes reports regarding warranty claims of assets.

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 (1) year of experience working in an administrative capacity.
- Two (2) years of experience in a customer service role (Customer Service is now a key component based on the directive of the new strategic plan).
- Minimum of three (3) years of experience working in facilities maintenance, preventive maintenance, or warranty claims. Directly related education may be substituted for the experience on a year-for-year basis.
- Must attend and successfully complete any job-related training as determined by department management.
- 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, Power Point 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:

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EOE