

## **FACILITIES MANAGER POSITION SPECIFICATION**

### **CANDIDATE SPECIFICATION: KEY SELECTION CRITERIA**

United Bridge Partners is seeking a Facilities Manager to manage the operations and maintenance of the Cline Avenue Bridge (“CAB”) project. This position will report directly to the General Manager of Operations and is based in East Chicago, IN. Key project areas include but are not limited to the following functions.

Identify operations and maintenance outsourcing needs, establish request for proposals, obtain bids, recommend contractor/vendors to perform necessary operations and maintenance functions. Said functions may include the following:

#### **Roadway Operations**

Roadway Operations include activities associated with traffic incident management including service patrol, toll system maintenance, emergency response and debris removal and sweeping.

The significant activities include:

- Traffic management/monitoring
- Routine incident response and Driver Safety/Service patrol
- Emergency response to major events or incidents (EMT services, law enforcement, etc.)
- Support toll system contractor(s) with toll system maintenance and on-site response – Functional knowledge of toll system maintenance program a plus
- Support CAB facility camera operation and maintenance
- Technical support of CAB LED/Digital Message Boards
- Roadway cleaning and debris removal
- Coordinate snow and ice control/severe weather monitoring and support
- Coordinate grounds maintenance (grass cutting, litter pickup and weed control)
- Coordination of routine maintenance, including Backup Generator, Weather Station, Traffic Cameras, etc.
- Environmental support (roadway spills, etc.)
- Heavy loads/hauling permit coordination

#### **Roadway Maintenance**

Roadway Maintenance includes the routine maintenance activities that are performed on a regular basis such as, lighting repairs, sign maintenance, pothole repairs, traffic control devices and graffiti removal.

#### **Bridge Inspection and Maintenance**

Bridge Inspection and Maintenance includes the inspection activities performed on the bridge as specified in the National Bridge Inspection Standards (NBIS) and subsequent maintenance requirements as identified during these inspections.

The significant activities include:

- NBIS inspections usually conducted once every two years
- Periodic inspections (annually) to identify routine and preventive maintenance activities
- The preservation and upkeep of a structure, including all its appurtenances, in a manner to maximize element/asset life
- Maintain NBIS findings, repairs, etc. in maintenance software

### **Capital Maintenance and Rehabilitation**

Capital Maintenance and Rehabilitation includes activities associated with major maintenance or repairs, asset replacement/renewal, and rehabilitation.

### **Other Responsibilities**

Routinely provides the added support in the following areas that fall outside the key Operations and Maintenance responsibilities, including:

- Prepare and manage annual budget/forecasts based on inspection reports and recommendations from the NBIS inspections
- Ensure all documentation, including all required infrastructure and engineering records are maintained in accordance with the record retention policy
- Computer/IT/Network support
- Phone system support
- Sign installation/replacement
- Community Events/Apearances

### **Facility OMR Activity Requirements**

Activity Name	Relationship Type	Comments
Traffic Monitoring	Contract	Arranged between specific hours with State or local transportation authority, counties or municipalities or a 3 <sup>rd</sup> party
Traffic Enforcement and Temporary Traffic Control	Contract	Traffic enforcement agreement with local law enforcement agency
MOT	Contract	Longer term incident response and OMR activities
HAZMAT Cleanup	Contract	
Light & Heavy Towing/Recovery	Preferred Provider	Contract may be necessary for abandoned vehicles
Roadway cleaning/sweeping, debris removal, EJ cleaning, and litter pickup	Contract	
Snow and Ice Control	Contract	
Asphalt Pavement Repair	Preferred Provider	
Shoulder/Ditch Maintenance	Preferred Provider	
Maintenance, repair, and cleaning of drainage structures	Contract	
Mowing	Contract	
Brush & tree control, landscape maintenance, landscaping	Contract	
Maintenance/repair of attenuators, steel barriers, and fencing	Preferred Provider	
Sign maintenance	Contract	
Electrical/lighting maintenance	Contract	
Pavement marking maintenance	Preferred Provider	
Concrete repair	Contract	Spall repair (superstructure, substructure, barriers), crack injection, joint sealing, etc.
Concrete cleaning and graffiti removal	Contract	
Bridge Inspection Activities	Contract	Preparation for, conducting of, and reporting results for biennial NBIS inspection

### **Education/Qualifications**

- Proficient in MS Office software applications
- High level of organizational and administrative skills
- Excellent communicator with strong written and oral communications skills
- Bachelor's degree in engineering or related field preferred
- Certification in Temporary Traffic Control/Flagger, Roadway Safety, Snow and Ice Control, and Confined Space Training a plus
- 5+ years in facilities management, engineering, or maintenance

### **Other Personal Characteristics**

- Extroverted, positive individual
- Self-starter; take-charge attitude
- Collegial; partnership mentality
- Unassailable integrity and ethics

### **Other Position Characteristics**

- This position is an on-site position in East Chicago, IN.
- Salary will be commensurate with experience.
- Full array of benefits, generous paid leave, and extensive paid holidays are offered.
- Forward resumes to [recruiting@unitedbridgepartners.com](mailto:recruiting@unitedbridgepartners.com) with the subject line of CAB FM and your name.