



Facilities Manager

Des Moines Area Regional Transit Authority (DART) is the public transit provider for Polk County and is the largest public transit agency in Iowa. In addition to Fixed Route Operations, the service also includes Para Transit and Rideshare Operations, as well as a bus transfer and administrative facility opened in 2012.

DART is searching for a qualified individual to fill the important and challenging position of Facilities Manager.

Responsibilities: We are seeking a strong leader for this position that will manage the day-to-day support functions of our two facilities. Major responsibilities include management of maintenance/custodial staff and the operation of all facility functions including electrical, mechanical, HVAC, fire/life safety, landscaping/snow removal, building security and cleaning. The ability to manage multiple projects is a key. A background with asset management, energy management systems and experience with “green” products/practices is a plus.

Qualifications:

- Minimum of an associate’s degree in engineering, facilities or construction management
- Seven to ten years of experience in facilities management.
- Strong working knowledge of building mechanical/HVAC/electrical systems, energy management and project management.
- Experience in maintaining a LEED certified building, incorporating the use of geothermal and day lighting systems is preferred.
- Ability to manage multiple projects/tasks simultaneously.
- Skilled in oral and written business communications.
- Ability to manage and develop staff to perform all types of facility maintenance tasks.
- Working knowledge of Microsoft Office software to include Excel, Word, Access and Project.
- Iowa Driver’s License (CDL beneficial).

DART offers a competitive salary and employee benefits package.

Please forward cover letter, resume and salary history, by January 22, 2013, to:

Chief Operating Officer
Des Moines Area Regional Transit Authority
1100 DART Way
Des Moines, Iowa 50309-4530
FAX 515-244-5389
treynolds@ridedart.com

A pre-employment physical and drug screen required
DART is an affirmative action employer