

United Bridge Partners

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FACILITIES MANAGER

Description

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,

Hiring organization

United Bridge Partners

Employment Type

Full-time

Industry

CLINE AVENUE BRIDGE

Job Location

East Chicago, IN

Date posted

August 30, 2022

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.

Responsibilities

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 3rd 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 & Towing/Recovery	Heavy Preferred Provider Contract		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	Preferred Provider		

attenuators, steel barriers, and fencing			
Sign maintenance	Contract		
Electrical/lighting maintenance	Contract		
Pavement maintenance	marking	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

Qualifications

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

Job Benefits

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 with the subject line of CAB FM and your name.