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Position Description

Title: Assistant Director of Maintenance
Department: Maintenance
Supervisor: Director of Maintenance
Status: Full time; Salaried; Exempt; Non-Bargaining
Hours: Monday – Friday 2:00 p.m. to 11:00 p.m.
May occasionally work morning, early afternoon and/or weekend hours, plus on-call for after hour emergency situations.

Summary:

The Assistant Director of Maintenance is responsible for assisting the Director of Maintenance in the supervision, planning and coordination of the organization's vehicle service and overall maintenance initiatives. This includes assisting with the maintenance of buildings, grounds and vehicles. The primary responsibility of the position includes the evening operation of the maintenance facility and the supervision of the second shift maintenance personnel.

Essential Duties & Responsibilities:

The following is intended to describe the general content of and requirements for the performance of this job. This job description is not intended to be construed as an exhaustive statement of duties, responsibilities or requirements. Other duties may be assigned and required:

- Assists Director with planning, reviewing, approving and prioritizing work and approving paperwork regarding expenditures.
- Track vehicle and building inspections to ensure timeliness for FTA compliance.
- Ensure appropriate staffing levels on a daily basis and assist with interviewing and making recommendations on potential new hires.
- Monitor and schedule lawn care and snow removal
- Schedule repairs to buildings and grounds.
- Attend vendor and training sessions as assigned.
- Assists with performance appraisals, corrective action, staff meetings, staff training and other events to foster effective communication and employee morale.

Qualifications: The requirements listed below are representative of the knowledge, skill, and/or ability required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Accommodations may be made to enable individuals with disabilities to perform the essential functions.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule forms.

Education and/or Experience: Associates degree or equivalent from two-year college or technical; plus three (3) years related experience and/or training; or equivalent combination of education and experience. A minimum of three (3) years experience in a supervisory capacity is required.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret technical drawings and schematics.

Certifications, Licenses, Registrations: Must have a Class B CDL with airbrake endorsements; passenger endorsements beneficial and have the ability to become B operator certified for UST / fuel station.

Other Skills and Abilities: Must be able to supervise vehicle inspections, assembly and installation of engines, transmissions, and other vehicle components. Must be able to train and instruct employees in proper repair and servicing procedures, and assist in supervising the operation of the shop storeroom. Must be a self-starter who can work well with people at all levels both internally and externally. Efficient in Microsoft Office (Word, Excel). Strong mechanical aptitudes, and a working knowledge of electrical, and mechanical systems. Excellent trouble shooting and diagnostic skills. Ability to define problems, and resolve them quickly. Familiar with local building codes and OSHA regulations. Familiar with all current health and safety regulations. Working knowledge of electrical, plumbing and other related codes as required by law.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk and hear. The employee is frequently required to stand, walk, and sit. The employee is occasionally required to climb or balance and stoop. Normal talking and hearing abilities, with or without remedial medical equipment, are necessary. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus. The employee must be able to regularly lift up to 10 lbs., and occasionally up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed in the maintenance garage and various areas of the complex and as well within the community. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, toxic or caustic chemicals and vibration. The noise level in the work environment is usually moderate. The employee, in the normal course of business, will be subjected to outside weather conditions.

Supervisory Responsibilities: This position has direct supervision over second shift Maintenance Department employees and, in the absence of the Director, has direct oversight for all first and second shift employees in the Maintenance Department.

Employee

Date

Human Resources

Date