



Position Description

Title: Director of Maintenance
Department: Maintenance
Supervisor: General Manager
Status: Full time; Salaried; Exempt; Non-Bargaining
Hours: Monday – Friday 8:00 a.m.-5:00 p.m.
May occasionally work evening and/or weekend hours, plus on-call for after hour's emergency situations.

Summary:

The Director of Maintenance is responsible for the supervision, planning and coordination of the organization's vehicle service and overall maintenance initiatives. The position is responsible for overseeing the maintenance and upkeep of vehicles, facilities and grounds. Also serves as the organization's representative for maintenance and facility related procurements.

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:

- Plan, review, approve, and prioritize work orders and approve paperwork regarding expenditures.
- Maintaining the bus fleet to ensure readiness.
- Plan, monitor and control spending in accordance with the department budget.
- Manages the maintenance of the building, grounds equipment and plant facilities to include Administration, Maintenance & Operations Facility; Mishawaka Transfer Center and South Street Station.
- Keeps in compliance with and abreast of all OSHA regulations.
- Contracts with and supervises outside contractors.
- Assists with various labor issues between the corporation and the union.
- Assists with union negotiations as needed.
- Perform supervisory functions including performance appraisals, corrective action, staff meetings, training and other events to foster good communication and employee morale.
- Develop and oversee new policies and procedures as needed.
- Interviews and makes recommendations on persons to be hired, disciplined, discharged, or promoted.
- Represents the company in presentations, meetings, committee activity, and other duties as directed by the General Manager or Board of Directors

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 school in plant engineering, or factory/plant maintenance; five (5) years related experience and/or training; or equivalent combination of education and experience. A minimum of three (3) years experience in a supervisory capacity.

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.

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. Knowledge about FTA procurement rules, regulations and guidelines.

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: Directly supervises all employees in the Maintenance Department to include the Assistant Director of Maintenance, Class A, B and C mechanics, Service/Janitorial personnel, Custodian and clerk. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Employee

Date

Human Resources

Date