

MASS TRANSPORTATION AUTHORITY

JOB DESCRIPTION

POSITION: DIRECTOR OF MAINTENANCE

CLASSIFICATION: EXECUTIVE

GRADE LEVEL: ONE - FOUR

SCOPE OF RESPONSIBILITIES:

The Director of Maintenance supervises all maintenance activities; Ensures entire fleet readiness at all times; Responsible for building and grounds maintenance; Coordinates all maintenance activities and vehicle repairs; Responsible for coordination of maintenance training, motivation of all Maintenance personnel, and execution of all maintenance operating procedures and safety programs; Ensures that all maintenance activities are executed according to approved MTA Plan, Program and Budget; Ensures that maintenance activities contribute positively to the provision of consistently high-level customer service; Ensure consistent, fair and equitable distribution of all work assignments; Promotes and maintains morale and merit programs. Must be completely informed of all activities within Maintenance. Performs other duties as assigned.

SUPERVISION BY: GENERAL MANAGER

PRINCIPAL RESPONSIBILITIES:

- Supervise and direct all Maintenance personnel (including building & grounds)
- Coordinate with Human Resources on the selection and training of personnel to maintain staffing necessary to ensure efficient and effective execution of all work assignments
- Ensure fair, consistent and equitable distribution of work assignments
- Allocate resources so as to accomplish work assignments in an effective and efficient manner
- Establish and execute a maintenance program designed to ensure the availability of vehicles to fill vehicle assignments and meet organizational readiness goals
- Ensure timely maintenance of all Authority vehicles and facilities
- Exercise direct control over all supervisory personnel to ensure effective completion of all specified programs and schedules, such as the preventive maintenance program, daily vehicle inspection program and the bump and paint program
- Ensure that all vehicle inspections are performed in compliance with all State and Local requirements
- Ensure proper security of all work projects being performed by outside contractors on MTA property
- Provide supervision and assistance to all Maintenance supervisory personnel, ensuring that all hourly personnel are properly supervised

- Monitor all buildings and grounds Bus Shelter and Bus Sign Maintenance Programs with special emphasis on the preventive maintenance schedule of all non-vehicle equipment
- Counsel and discipline all Maintenance supervision as needed in accordance with Authority rules, regulations and contractual agreements
- Maintain effective management-union working relationships, maintaining awareness of contract negotiations, and participating in same, at the direction of Human Resources
- Establish, execute and maintain merit programs for department personnel
- Maintain good rapport with staff, providing them with a consistent level of accessibility and advice
- Coordinate with Human Resources the establishment, execution and evaluation of effective training programs for Maintenance personnel
- Develop, execute and maintain departmental operating procedures, including preplanned emergency procedures and safety programs, ensuring that Maintenance personnel adhere to Authority safety and operations rules and regulations
- Receive, investigate and research operations-related problems and/or complaints from the public, management and maintenance personnel on a timely basis
- Participate in the MTA annual Planning, Programming and Budgeting Process by providing recommendations for the Maintenance Annual Plan, Program and Budget and five-year forecast
- Ensure vehicle and facility assets are properly entered in the MTA Transit Asset Management Plan
- Monitor Maintenance program and budget and execute the approved program within the approved budget
- Maintain working knowledge of the Authority management system and use data to increase productivity and efficiency of maintenance operations
- Provide supervision with required data, materials and/or reports, both written and oral, as required or needed
- Know and perform all job duties within the scope and direction of Authority policies, procedures and contractual agreements
- Maintain liaison with outside transportation agencies concerning resolution of mutual problems and acquiring data to prepare recommendations for improved service and operations
- Perform other duties, as assigned

SUPERVISORY RESPONSIBILITIES:

Supervises Fleet Maintenance Manager, Buildings and Grounds Manager, Maintenance Supervisors and Maintenance Clerk

QUALIFICATIONS:

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

- Ten (10) years supervisory experience, preferably in a heavy vehicle and facility maintenance environment
- Excellent communication skills
- Ability to function successfully in a Team environment
- Computer literate
- Ability to analyze complex reports and information and utilize same effectively
- Demonstrated ability to make decisions of greater than ordinary difficulty
- Ability to work effectively in stressful situations
- Experience in working in a union environment is a plus

EDUCATION and/or EXPERIENCE:

- BS degree in a technology-related field and ten (10) years of experience in heavy vehicle and facility maintenance

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a Maintenance facility. Demands are those of a supervisory nature.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Typical of a vehicle maintenance environment

SALARY:

Based on experience and educational level of applicant.

APPLICATION SUBMITTAL

Applications will be accepted until the position is filled. Apply in person at the MTA Administration Building, 1401 S. Dort Hwy., Flint **OR** any MTA location. Submit resumes to jobs@mtaflint.org. MTA is an equal opportunity employer!

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.