TRANSIT AUTHORITY OF NORTHERN KENTUCKY

POSITION DESCRIPTION

May 2017

Position Title: Director of Maintenance
Dept./Division: Maintenance

Reports to: General Manager
FLSA Status: Exempt

JOB SUMMARY:

The Director of Maintenance is responsible for the total operation of the Maintenance Department; strategy implementation, budgeting, financial reporting, inventory control, purchasing, maintaining and disposal of Authority vehicles, buildings and grounds. This includes management of administrative functions within the department; maintenance reports, record keeping and staffing levels.

EDUCATION/EXPERIENCE REQUIREMENTS:

- Bachelor’s Degree in vehicle maintenance technology, business or related field or any equivalent combination of education and experience that would provide the above noted knowledge, skills and abilities.
- Minimum 10 years vehicle maintenance experience involving the maintenance and repair of buses, trucks, or heavy duty diesel fleet operations, in public transit maintenance, or similar field and the use of fleet maintenance software.
- Minimum 10 years of experience in the administration and supervision of maintenance staff in a union environment.
- Leader with a proven track record of success in managing Maintenance, Facilities and Vehicle Maintenance and Repairs within a fast paced transit environment.
- Ability to provide effective leadership and develop cooperative working relationships with staff, department heads, the public, and contract services providers.
- Experience in developing and implementing strategies and tactics to meet organizational and departmental targets and goals.
- Ability to demonstrate initiative and independent judgement to make critical decisions, organize work, set priorities and meet critical deadlines.
- Ability to select, motivate and provide professional development for department staff.
- Strong problem solving and conflict management.
- Ability and experience to apply management principles and practices.
- Knowledge of the occupational hazards and safety precautions involved with the maintenance, repair, and operation of heavy duty diesel vehicles.
- Ability to communicate effectively, both orally and in writing.
- Strong computer and standard business/office software skills.
- Desire to continue professional development.
ESSENTIAL DUTIES & RESPONSIBILITIES:

- Serves as part of the executive management team, conferring with the General Manager and other department heads on policy matters related to budgeting, organizational goals and labor contract negotiations.
- Determines and implements strategies to achieve long term goals and objectives as related to the maintenance department and its functions.
- Develops and implements policies and procedures in accordance with current TANK policies and with the terms of the labor agreement for the Union employees within the Maintenance department.
- Oversees the procurement functions for the organization in accordance with local and federal procurement regulations. Reviews, approves and forwards requisitions for the purchase of equipment, parts, materials, supplies and examines competitive bids and products submitted by vendors.
- Directs the on-going implementation of TANK’s Preventive Maintenance Program for vehicles, equipment and facilities and ensures that all activities conform to government regulations protecting the health, safety, and rights of employees and the public.
- Administer and comply with the TANK policy of Equal Employment Opportunity and non-discrimination within the Maintenance Department.
- Make recommendations for the replacement of capital equipment and determine the specifications for such equipment.
- Plan, direct and coordinate the development and advancement of Maintenance department staff through coaching and training.
- Review and analyze reports of fuel and fluids consumption, tire cost, equipment failures, shop work progress and overall maintenance costs.
- Keep abreast new information, innovative ideas and techniques related to plant organization, work methods, employee training and cost control methods.
- Attend and participate in monthly meetings of the Board of Directors and one monthly committee meeting of the Board of Directors.
- Perform other duties as assigned.

PHYSICAL DEMANDS:

- Sitting in a normal seated position for extended periods of time.
- Considerable amount of standing and walking.
- On an infrequent basis must be able to stoop, kneel, balance, climb, crouch and crawl.
- Reaching by extending hands or arms in any direction.
- Finger dexterity required to manipulate objects with fingers, such as for using a computer keyboard.
- Correctable ability to see and hear within a normal range.
- Ability to move about the office to obtain files and other objects.
- Job requires incumbent to occasionally lift objects up to 100 pounds.
LICENSE REQUIRED:

- Class B CDL with passenger endorsement

SUPERVISORY RESPONSIBILITIES:

- Directly supervises all maintenance department employees

INTERNAL & EXTERNAL CONTACTS:  TYPE:

- Internal Staff  Various
- External Vendors and Suppliers  Various

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required. An incumbent may be asked to perform other duties as required.