

**Allen County RTA
Job Description**

Maintenance Manager

DIVISION:	Transportation	JOB CODE:	102	GRADE:	03	FLSA STATUS:	Exempt
DEPARTMENT:	Maintenance	DEPT ID:	100	REPORTS TO:	Executive Director - Transit		
BARGAINING UNIT:	NA	EFFECTIVE DATE:	August 2014		REVISION DATE:	Sept 2017	

PURPOSE OF POSITION:

The Maintenance Manager is responsible for safe operations of all RTA facilities and vehicles. Supervise the department mechanics, Fuelers and volunteers. Daily operations of the ACRTA vehicles to provide efficient transit service for the community.

ESSENTIAL JOB FUNCTIONS:

- Direction and Leadership of mechanics for repair and maintenance work performed on all equipment for the ACRTA and other vehicles under contract agreements
- Coordinate schedules and hours performed by volunteers with the Administrative Assistant
- Set schedule of work to be performed including mileage checks, preventative maintenance program and all other maintenance vehicles maintained on property
- Prepare a written maintenance plan for procedures of vehicle maintenance operation for the Executive Director; update plan as needed
- Responsible to insure the Bus Retarder Systems are off no later than 11/1 yearly.
- Prepare a written maintenance plan for building and property maintenance for all properties
- Seek and establish maintenance contracts with local non-profit agencies. The Maintenance Director will be the contact representative for the ACRTA and will establish contracts, scheduling work, resolving any issues that may arise. Review contract annually with the Executive Director when renewals are due
- Prepare work orders and invoices for all contract work and grants. The billing will include pricing for parts, labor and miscellaneous parts and services. Will maintain files with the work orders for the life of the vehicle
- Responsible for purchasing all items needed to maintain an efficient maintenance program. The Maintenance Manager will be responsible to research all facets of maintenance and procurement to establish the best maintenance scenario for the ACRTA. Will submit reports of recommendation to the Executive Director for major purchases (i.e. buses, fuel contract, over hauls etc) Reports will include all necessary information along with recommendations to allow for a decision by the Executive Director for procurements that will be in best interest of ACRTA
- Prepare specifications for procurements. When necessary the Maintenance Manager will prepare a Request for Proposal to generate a successful procurement
- Will track all purchase of fuel and compile consumption reports to use for the preparation and filing of a Fuel Tax Refund report with the State of Ohio Taxation Department. A refund request will be filed semi-annually and copies of the refund given to the Finance Director for records.
- Responsible for submitting the tank tests to the State Fire Marshall office as required by law. Test must be performed monthly. Line tests and outside source testing will be scheduled and filed with the State Fire Marshall office as required
- Forms will be developed to effectively operate the maintenance department. Will review and revise forms as needed to achieve maximum efficiency to maintain safe and reliable vehicles. Review all reports with Executive Director

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- Maintain a storeroom inventory and determine the parts needed for stock. Will establish points of reorder and maintain a level best suited for the operation. Will reconcile all inventories
- Conduct a full Facilities, Equipment, and Parts inventory yearly and due 12/31.
- Responsible for new hire interviews, training and supervising maintenance staff, including performing background checks, reference checks, previous employment, interviews and scheduling pre-employment drug testing.
- Monthly reports and reviews of operations for Executive Director
- Records of mileage for all ACRTA vehicles, records for all equipment and vehicle warranties
- Monthly and Quarter safety audits reports of all facilities, vehicles, maintenance equipment
- Responsible for the security of all ACRTA facilities and equipment
- Responsible for all PMI requirements and records to the guidelines of FTA standards
- Responsible for Department Budget monitoring and control
- Any other assignments from Executive Director

QUALIFICATIONS:

Education and Experience:

High School Graduate (College or Technical School Degree preferred) with five (5) years related experience in transit operations along with diesel mechanic experience; ASE certifications required. Three years management experience, Organizational skills, computer skills required, customer relations skills, Excellent written and oral communication skills, Must have a clean criminal background, Must pass pre-employment DOT physical and drug test

Licensing/Certification:

Must have a valid Ohio driver's license
CDL with air brakes and passenger endorsements required within 90 days of hire
Mechanic ASE certifications

Physical Requirements:

Standing, bending, working in weather/warehouse environment
Able to lift 50 lbs.

Working Conditions:

Warehouse environment.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodations.

Signed:

Date: