



Attachment A

MAINTENANCE MANAGER

DEFINITION

Under general direction, plans, organizes and directs the programs and activities of the maintenance departments. This would include: installation, construction, repair and cleaning functions for all METRO facilities, including bus stops, the repair, maintenance and servicing of the METRO's vehicles and other operating equipment. Performs other related duties as assigned.

EXAMPLES OF DUTIES

Plans, organizes and directs the maintenance and repair of METRO owned vehicles, bus stops and METRO facilities.

Plans, organizes and directs the work of mechanics and other METRO employees involved in purchasing, vehicle, and facility maintenance.

Selects, supervises and evaluates METRO employees.

Coordinates development and implementation of training programs for supervisors and employees.

Monitors and evaluates the departments performance against OSHA standards and METRO's safety program.

Prepares and monitors department budgets.

Develops specifications, reviews and approves requisitions for equipment, parts, materials and supplies.

Implements and supervises contracts with vendors for METRO facility and fleet maintenance departments.

Reviews overall performance of the departments and recommends long-term improvements.

Reviews building developments for transit improvements during the environmental review process to ensure compliance with model ordinance.

Supervises maintenance of METRO inventory system, key and lock system and receiving systems.

Prepares and presents written reports for staff, Board of Directors and public presentations.

Plans and implements short and long range projects dealing with fleet and facility acquisitions, rejuvenation, and maintenance.

Participates in the negotiation of labor contracts and interprets the provisions of labor contracts.

Conducts grievance hearings and resolves grievances.

Represents the METRO at various meetings.

Performs other related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Methods, equipment and tools used in vehicle maintenance operations.
- Construction and operations of buses and motor vehicle equipment.
- Approved shop safety methods and laws.
- Personnel and financial management.
- Administration of labor contracts.
- Warehouse procedures including the analysis of receipt, storage, issuance and inventory control methods.
- Building construction, electrical, and/or mechanical trades and related tools and equipment.
- Standard job sequences used in building construction.
- Janitorial services operations.

Ability to:

- Manage maintenance operations including training.
- Identify methodologies for repair and preventive maintenance.
- Instruct personnel in work methods and departmental procedures and policies.
- Read blue prints.
- Direct the activities of the departments.
- Establish and maintain effective working relationships within the departments and with other divisions, departments, agencies, suppliers, vendors and the public.
- Communicate effectively orally and in writing.
- Motivate and supervise personnel.
- Develop and monitor department budgets
- Utilize standard office equipment and software.

Training and Experience

BA or BS degree in engineering, business administration or a related field.

Five years of progressively responsible experience in public transportation vehicle maintenance or heavy vehicle maintenance, including at least three years of responsible supervisory and management experience.

Experience which demonstrates substantial knowledge and abilities pertinent to specific job functions may be substituted for the education requirements.

Special Requirements

Possession of or ability to obtain a valid Class 2 California driver's license, with a passenger (P) endorsement.

Availability to respond to emergencies twenty-four hours per day, seven days per week.