



Job Title	Maintenance Director (Exempt)
Reports To	Deputy General Manager of Operations
Salary	TBD

Job Purpose

The primary duty of the Maintenance Director is direct supervision of the department on a daily basis. To ensure maximum utilization of manpower and equipment in the most economical manner to ensure the vehicles are mechanically sound and the infrastructure of the facility is kept in a clean and safe condition. Provides technical direction and supervision over technical and administrative support staff.

Duties and Responsibilities

- Manages, prioritizes and directs the scheduling and work activities of staff; participates in decision making regarding personnel issues; develops, communicates, and monitors staff adherence to departmental policies, as well as plans, coordinates and evaluate fleet and facility maintenance services.
- Works closely with various departments and divisions to ensure the effective repairs, maintenance and timely availability of vehicles and equipment.
- Develops and implements maintenance service goals, objectives, policies, procedures and work plans.
- Manages capital and special projects including the activities of outside vendors and contractors; develops project budget and tracks expenditures for compliance; and review and approves special requisitions and payment including billing for materials, supplies, and services.
- Work in conjunction with Procurement and Finance to develop contracts for maintenance services and construction.
- Oversees scheduling, repairs and invoicing of GPTC vehicles.
- Ensures vehicle maintenance records are properly stored. Develop and establish performance measure reports and utilize reports to improve both vehicle and personnel operating efficiencies.
- Originates job picks, days off, etc.
- Develop process that will allow maximum utilization of assigned manpower.
- Initiates special requisitions.
- Interpret and apply all pertinent provision of the Collective Bargaining Agreements; counsel staff regarding work performance, and participates in the disciplinary process.
- Initiate and respond to correspondence requested by the General Manager, Board of Directors and other businesses.
- Enforces safety rules and regulations.
- Analyzes workload, and set priorities and schedules for the operation of the maintenance division.
- Schedules minor and major engine overhauls. Ensure the Preventive Maintenance (PM) is being performed.
- Check and approve all daily work orders to ensure quality of work, completion of reports, and evaluate training needs of staff.
- Must possess excellent interpersonal skills and be able to effectively interact with other department heads and outside agency officials.
- Performs periodic inspection tours of the maintenance facilities to ensure safety and compliance with OSHA rules and regulations.

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- Monitors work procedures and performance; answer questions; and advise and instruct, as necessary.
- Oversee functions of division office clerical employees related to vehicle maintenance and Operations' location garage.
- Maintain computerized records of bus repairs, engine mileage accumulated, tire life, and overhaul status.
- Completes records of buses out late and road calls explaining reason for each occurrence.
- Analyzes computerized reports of fuel and oil consumptions.
- Conducts monthly meetings of all key personnel to pass on newly issued material, orders, regulations, and to discuss issues for better productivity and savings.
- Complete monthly, quarterly and other management or FTA maintenance reports.
- Work with Transportation, Human Resources, and Finance Departments in developing forms and procedures.
- Other duties as may be assigned to further the provision of seamless transit service by keeping the fleet in a state of good repair.

Minimum Qualifications

- Associate's Degree with Technical education
- 3-5 Years' experience in management – automotive or maintenance
- Knowledge/Skillset of Automotive Repair
- Knowledge/Skillset of Maintenance
- Knowledge of State and Federal rules and requirements of transit vehicles
- Knowledge of preventive maintenance procedures and record keeping
- Knowledge of competitive bidding, purchasing of parts and supplies and control of same
- Knowledge of inventory control
- Knowledge of facility design and infrastructure

Working Conditions

The work environment characteristics described here are representatives of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions, fumes or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate.

Physical Requirements

The physical demands of this position are representatives of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk, sit, use hands, handle or feel objects, reach with hands and arms, talk, lift, and hear.

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