

BAND E	GRADE 8	SUBGRADE 1
DEPARTMENT: Maintenance	DIVISION:	FLSA STATUS: Exempt
SUPERVISION RECEIVED FROM: General Manager	SUPERVISION EXERCISED OVER: Facilities Manager Maintenance Supervisors Maintenance Assistant	PAY GRADE: E81
SUMMARY: Plans, organizes and directs maintenance and repair functions to include buses, vans, automobiles, vanpool, service vehicles, facilities, stops/zones and related equipment and machinery.		
DISTINGUISHING CHARACTERISTICS: As a Department Head, is held responsible and accountable for providing strategic planning, direction, goals and objectives in developing departmental policy, budgets, operation and staffing. The Maintenance Director reports directly to the General Manager and serves as a member of the Senior Management Team. As a Director, is responsible for administering a major line of business for Intercity Transit.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring that employees follow policies and procedures; and, making hiring, termination, and disciplinary decisions and recommendations.	Daily 15% (C5)
2.	Provides leadership and direction to departmental staff; coordinates the work of divisions within the department as well as with other departments; and coordinates departmental activities with outside agencies.	Daily 5% (E8)
3.	Participates in the Agency's labor relations program to include contract negotiation, administration of collective bargaining agreement, grievance investigations/response, and arbitration proceedings.	Daily 15% (D6)
DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY

4.	Plans, organizes and directs the maintenance and repair of all buses, vans, automobiles, vanpools, service vehicles, related equipment, facilities and stops and zones; directs the periodic inspections of equipment operated and maintained by contractor organizations as well as facilities and grounds.	Daily 5% (E8)
5.	Develops policies, guidelines, procedures and controls to ensure efficient and effective maintenance activities, and efficient and effective operation and maintenance of assigned programs.	Daily 5% (E8)
6.	Oversees the development of short and long term department plans and programs.	Daily 5% (E8)
7.	Recommends fleet composition and participates in the development of specifications for vehicle, facilities, contract services, and related equipment procurement; responsible for negotiating with all potential equipment and supply vendors; evaluates and makes recommendations on vehicle, facility, and related equipment bids and offers.	Weekly 15% (C4)
8.	Serves as a member of the Senior Management Team and participates in Agency policy development; ensures departmental conformance to the Agency's vision, goals and objectives.	Weekly 10% (E8)
9.	Prepares and develops annual department budget; monitors and approves expenditures in accordance with Agency policies and principles of sound fiscal management.	Weekly 10% (E8)
10.	Directs studies and makes recommendations to address environmental issues facing public transportation as well as agency's sustainability goal achievement.	Weekly 5% (D6)
11.	Attends, chairs and conducts a variety of meetings with the Agency; serves on committees as requested; represents the Agency and makes oral presentations at meetings, conferences and other events.	Monthly 5% NB
12.	Directs the preparation, maintenance and distribution of records, reports, statistics and other materials for Agency use and for Local, State and Federal agencies as required.	Monthly 5% (D6)
DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
13.	Performs other duties of a similar nature or level or as assigned.	As Required
14.	Must meet regular time and attendance standards.	Always

Knowledge (position requirements at entry):

Knowledge of:

- Management principles and practices;
- Public transportation industry practices and resources;
- Local and regional transit maintenance practices;
- Drive train technology of non-rail transit vehicles;
- Labor relations;
- Applicable Federal, State, and Local laws, rules, and regulations;
- Conflict resolution techniques;
- Mathematical concepts.

Skills (position requirements at entry):

Skill in:

- Effectively directing, monitoring and evaluating subordinate staff;
- Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations;
- Writing reports, business correspondence, and procedure manuals;
- Presenting information and responding to questions from groups of employees, managers, clients, customers, and the general public;
- Planning, organizing, and directing the maintenance and repair of transit vehicles, related equipment, facilities and other maintenance responsibilities assigned;
- Developing vehicle, facility, and other maintenance contract service specifications, including information management and communications devices and products;
- Defining problems, collecting data, establishing facts, and drawing valid conclusions;
- Interpreting an extensive variety of technical instructions in mathematical or diagram form;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Bachelor's Degree in Public Administration, General Business Administration, Transportation or a related field and seven years of progressively responsible supervisory/management level experience in maintenance, transportation or information management/communications services; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirement (position requirement at entry):

- WA Class B Commercial Drivers License,

Must submit to criminal background check, the results of which must meet hiring criteria for the role.

Physical Requirements:

Positions in this class typically require: talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (LM)

Date: 8/05/04

Revised: CDiRito 6/1/09; + background ✓'s info

Research: 06/20/10, 7/8/10; e. ruttledge (for mid-2010 recruitment, revision to several sections , addition of IS dept. & revision to CDL requirement/Safety Sensitive designation; now excluded)

Revised: 9/16/2011 Comp Class Review: HR