

**Intercity Transit**  
**JOB TITLE: Vehicle Maintenance Manager**

<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>
C	4	5
<b>DEPARTMENT:</b> Operations	<b>DIVISION:</b> Maintenance	<b>FLSA STATUS:</b> Exempt
<b>SUPERVISION RECEIVED FROM:</b> Department Director	<b>SUPERVISION EXERCISED OVER:</b> Maintenance Supervisors	<b>PAY GRADE:</b> C45
<b>SUMMARY:</b> Plans, organizes and manages the maintenance and repair functions to include buses, vans, automobiles, vanpool, service vehicles, and related equipment and machinery. Develops short term and long range goals and work programs. Prepares the vehicle maintenance budget. Responsible for all regulatory, safety and environmental compliance and reporting requirements		
<b>DISTINGUISHING CHARACTERISTICS:</b> Manages the daily operations of the vehicle maintenance division; responsible and accountable for all vehicle maintenance activities. As a Manager, supervise Maintenance Supervisors and oversee maintenance staff.		

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FREQUENCY</b>
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. Performs random quality assurance inspections.	Daily 15% (C4)
2.	Organizes and directs the maintenance and repair of all buses, vans, automobiles, vanpools, service vehicles, and related equipment; directs the periodic inspections of equipment operated and maintained by contractor organizations. Determines and allocates labor and equipment resources, and supervises all vehicle maintenance activities	Daily 15% (C4)
3.	Participates in the Agency's labor relations program to include contract negotiations and administration of the collective bargaining agreement.	Daily 15% (C4)
4.	Investigates and responds to service discrepancies, procedural problems and service delivery question; includes follow-up and problem solving assistance; serves as liaison between vehicle maintenance and other agency departments.	Weekly 15% (C4)

**Intercity Transit**  
**JOB TITLE: Vehicle Maintenance Manager**

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FRE-QUENCY</b>
5.	Implements policies, guidelines, procedures and controls to ensure efficient and effective maintenance activities, and efficient and effective operation and maintenance of assigned programs are maximized in the most cost effective manner. Ensures the development, implementation and facilitation of appropriate training and compliance for safe work practices and other division training needs.	Weekly 10% (C4)
6.	Evaluates and participates in the procurement of new and/or replacement equipment and facilities as needed. Participates in the development of specifications for vehicle, contract services, and related equipment procurement; responsible for negotiating with all potential equipment and supply vendors; evaluates and makes recommendations on vehicle and related equipment bids and offers.	Weekly 10% (C4)
7.	Prepares and develops annual division budget; monitors and approves expenditures in accordance with Agency policies and principles of sound fiscal management. Develops and maintains analytical tools for audit and control of division programs. Analyzes vehicle maintenance activities, makes recommendations for changes as needed.	Monthly 10% (C4)
8.	Participates in studies and makes recommendations to address environmental issues facing public transportation as well as agency's sustainability goal achievement.	Monthly 10% (C4)
10.	Prepares, maintains and distributes records, reports, statistics and other materials for Agency use and for Local, State and Federal agencies as required.	Monthly 5% (B2)
11.	Performs other duties of a similar nature or level or as assigned.	As Required
12.	Must meet regular time and attendance standards.	Always

**Knowledge** (position requirements at entry):

Knowledge of:

- Supervisory principles and practices;
- Public transportation industry practices and resources;
- Project management principles;
- Budgeting principles and practices;
- 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.

# Intercity Transit

## JOB TITLE: Vehicle Maintenance Manager

**Skills** (position requirements at entry):

Skill in:

- Effectively monitoring and evaluating subordinate staff;
- Writing plans and procedures, preparing reports and correspondence;
- Planning and organizing the maintenance and repair of transit vehicles, related equipment, and other maintenance responsibilities assigned;
- Developing vehicle, and other maintenance contract service specifications.
- 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 Business Administration or a related field and five years of increasingly responsible experience in maintenance; 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 or obtain within 60 days of hire):

- 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:**

New Position

Draft prepared by Human Resources

Date: 2/2014 Agency Reorg – Maintenance & Facilities moved under Operations Director/Dept.

Final: prepared 3/11/14 by CD