

Intercity Transit

JOB TITLE: Fleet & Facilities Maintenance Director

BAND E	GRADE 8	SUBGRADE 1
DEPARTMENT: Maintenance	DIVISION:	FLSA STATUS: Exempt
SUPERVISION RECEIVED FROM: General Manager	SUPERVISION EXERCISED OVER: Maintenance Supervisors Maintenance Assistant	PAY GRADE: E81
SUMMARY: Plans, organizes and directs maintenance and repair functions for Agency fleet and facilities to include buses, vans, automobiles, vanpool, service vehicles, facilities, stops/zones, and related equipment and machinery. Position is responsible for developing goals and program budgets, and ensuring compliance with applicable regulatory, safety, and environmental requirements.		
DISTINGUISHING CHARACTERISTICS: As a Department Head, the Director 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. The 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.)	FREQUENCY
1.	Provides leadership and direction to departmental staff to include: coordinating work among divisions within department and with other Agency departments; coordinating work with external agencies; 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.	Plans, organizes and directs the maintenance and repair of all buses, vans, automobiles, vanpools, service vehicles, related equipment, facilities and grounds; directs the periodic inspections of equipment operated and maintained by contractor organizations as well as facilities and grounds.	Daily 20% (E8)
3.	Serves as a member of the Senior Management Team and participates in Agency policy development; assures departmental conformance to the Agency's vision, goals and objectives. 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.	Weekly 15% (E8)

Intercity Transit

JOB TITLE: Fleet & Facilities Maintenance Director

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
4.	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; oversees service contracts and monitors vendor performance.	Weekly 15% (C4)
5.	Prepares and develops annual department budget; monitors and approves expenditures in accordance with Agency policies and principles of sound fiscal management.	Weekly 10% (E8)
6.	Participates in the Agency's labor relations program to include contract negotiation, administration of collective bargaining agreement, grievance investigations/response, and arbitration proceedings.	Weekly 5% (D6)
7.	Develops policies, guidelines, procedures and controls to ensure efficient and effective maintenance activities, and efficient and effective operation and maintenance of assigned programs. Oversees the development of short and long term department plans and programs; plans and reviews existing and future transit facilities and sites to ensure needs of the Agency and community are met.	Weekly 5% (E8)
8.	Directs studies and makes recommendations to address environmental issues facing public transportation as well as agency's sustainability goal achievement.	Weekly 5% (D6)
9.	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.	Weekly 5% (D6)
10.	Responsible for ensuring that a TAM plan is developed and implemented.	Weekly 5% (D6)
11.	Performs other duties of a similar nature or level or as assigned.	As Required
12.	Must meet time and attendance standards.	Always

Intercity Transit

JOB TITLE: Fleet & Facilities Maintenance Director

Knowledge (position requirements at entry):

- 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):

- 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;
- Preparing technical specifications and drawings for applicable projects;
- Developing vehicle, facility, 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 Public Administration, General Business Administration, Transportation, or a related field.
- Seven years of progressively responsible supervisory/management level experience in maintenance and/or transportation.
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Background Check (position requirement at entry):

- WA Class B Commercial Driver's License with Passenger Endorsement and Air Brake Restriction lifted.
- Must submit to criminal background check, the results of which must meet hiring criteria for the role.

Intercity Transit

JOB TITLE: Fleet & Facilities Maintenance Director

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: FLG and SMH 11/2017; removed IS dept, added Facilities dept, general language clean-up.