

Director of Maintenance

JOB DESCRIPTION

Job Title: Director of Maintenance
Department: Maintenance
Reports To: Assistant General Manager/General Manager
FLSA Status: Exempt
Prepared By: Human Resources
Prepared Date:
Approved By:
Approved Date:
Position: Full Time
Payroll: Salary

Summary

Primary duties are to direct and coordinate activities of workers engaged in maintaining and servicing all vehicles and equipment personally or through supervisors.

ESSENTIAL DUTIES

Include the following. Other duties may be assigned

- Responsible for hiring, training, and development of maintenance personal.
- Directs work, prepares performance evaluations, and timesheets for all service lane, building maintenance, and custodial personnel.
- Schedules repair, maintenance, and installation of all company vehicles and equipment to ensure continuous production operations.
- Directs employees engaged in painting and performing structural repairs to vehicles.
- Studies production schedules and estimates worker hour requirements for completion of job assignments.
- Analyzes and resolves work problems, or assists workers in solving work problems.
- Develops preventative maintenance program in conjunction with maintenance staff.
- Inspects vehicles and equipment for conformance with operational standards.
- Monitors lost time due to accidents and takes necessary steps to handle problem.
- Plans develop, and implements new methods and procedures designed to improve operations, minimize operating costs, and attain greater utilization of labor and materials.
- Responsible for developing specifications for new vehicles and equipment.
- Requisition tools, equipment, and supplies required for operations.
- Handles employee grievances and assists Shop Foreman in handling disciplinary problems.
- Prepares maintenance capital outlay technical specifications for RFP's.
- Maintains reporting requirements of the City, and the FTA regarding hazardous waste collection.
- Maintains time and production records and adjusts work procedures to meet production schedule. -Provides reports for vehicle maintenance program, shelter maintenance, shop floor, and bus detailing.
- Maintains computerized records system for all vehicle maintenance.
- Administers the Hazard Communications Program and enforces safety regulations.
- Oversees environmental compliance in the department and coordinates response to hazardous situations (including spills, etc.) in this area.
- Remains in contact with drivers for potential vehicular problems on the street.
- Gives recommendations for specifications of new equipment and vehicles to senior management.
- Some outside office hours may be required for special events and training.

SUPERVISORY RESPONSIBILITIES

Supervises all service lane, building maintenance, and custodial personal.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function

- Must be able to perform all duties us required of a Class A Mechanic.

EDUCATION and/or EXPERIBNCE

Level 5: Associate's degree or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Level 3: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedural manuals. to write routine reports and correspondence, and to speak effectively before groups of customers or employees of an organization

MATHEMATICAL SKILLS

Level 3: Ability to calculate figures and amounts such as discounts, interest, commissions, proportion, percentages, area, circumference, and volume. , to apply concepts of basic algebra and geometry

REASONING ABILITY

Level 4: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSE, REGISTRATION

Must have a current Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move between 50-75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of fills job, the employee occasionally works near moving mechanical parts. The employee is frequently exposed to assorted fumes or airborne particles and toxic or caustic chemicals; and exposed to vibrations, and risk of electrical shock. They may be exposed to outside weather conditions including wet and/or humid conditions, extreme or extreme heat.
- The noise level in the work environment is usually loud.

OTHER DUTIES AND RESPONSIBILITIES OR CONCERNS NOT LISTED ABOVE:

EMPLOYEE STATEMENT OF AGREEMENT

By signing this job description, I believe I can perform the Essential Duties and Responsibilities listed. This job description should not be interpreted as an employment contract, but rather a description of duties and skills required. Should at some point in time I not be able to perform these duties it is my responsibility to contact my immediate supervisor.

Signed: _____ Date: _____

Supervisor's Signature: _____

The employee will receive a copy of this job description as well as the signed copy being placed in the employee's Human Resource file.