

**Allen County RTA
Job Description**

Maintenance Manager

DIVISION:	Transportation	DEPARTMENT:	Maintenance	REPORTS TO:	Executive Director	
FLSA STATUS:	Exempt	EFFECTIVE DATE:		August 2014	REVISION DATE:	March 2020

PURPOSE OF POSITION:

The Maintenance Manager is responsible for safe operations of all RTA facilities, vehicles and ground keeping. Supervise the department mechanics, Fuelers and volunteers. Proactively provide technical support for troubleshooting, repairing and maintaining all equipment and vehicles. Daily operations of the ACRTA vehicles to provide efficient transit service for the community.

ESSENTIAL JOB FUNCTIONS:

- Oversees and Directs activities of mechanics for diagnosing, repairing and maintenance work performed on all equipment for the ACRTA and other vehicles under contract agreements
- To be on duty at times of peak maintenance and bus operations
- Coordinate schedules and hours performed by volunteers with the Administrative Assistant
- Set schedule of work to be performed including mileage checks, preventative maintenance program and all other maintenance vehicles maintained on property
- Maintain and submit monthly maintenance reports including mileage, vehicle condition reports, fuel and fluid consumption and in-service percentages for bus fleet
- Manage warranty claims and enforcement. Insure that spare part inventories are maintained, and work orders completed, bus availability and maintenance updates
- Reviews repair orders, order fuel for vehicles, order parts and subcontract repair work
- Seek and establish maintenance contracts with local non-profit agencies. The Maintenance Manager will be the contact representative for the ACRTA and will establish contracts, scheduling work, resolving any issues that may arise. Review contract annually with the Executive Director when renewals are due
- Prepare work orders and invoices for all contract work and grants. The billing will include pricing for parts, labor and miscellaneous parts and services. Will maintain files with the work orders for the life of the vehicle
- Responsible for purchasing all items needed to maintain an efficient maintenance program. The Maintenance Manager will be responsible to research all facets of maintenance and procurement to establish the best maintenance scenario for the ACRTA. Will submit reports of recommendation to the Executive Director for major purchases (i.e. buses, fuel contract, over hauls etc) Reports will include all necessary information along with recommendations to allow for a decision by the Executive Director for procurements that will be in best interest of ACRTA
- Prepare specifications for procurements. When necessary the Maintenance Manager will prepare a Request for Proposal to generate a successful procurement
- Responsible for submitting the tank tests to the State Fire Marshall office as required by law. Test must be performed monthly. Line tests and outside source testing will be scheduled and filed with the State Fire Marshall office as required
- Forms will be developed to effectively operate the maintenance department. Will review and revise forms as needed to achieve maximum efficiency to maintain safe and reliable vehicles. Review all reports with Executive Director

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- Maintain a storeroom inventory and determine the parts needed for stock. Will establish points of reorder and maintain a level best suited for the operation. Will reconcile all inventories
- Conduct a full Facilities, Equipment, and Parts inventory yearly and due 12/31.
- Monthly reports and reviews of operations for Executive Director
- Records of mileage for all ACRTA vehicles, records for all equipment and vehicle warranties
- Monthly and Quarter safety audits reports of all facilities, vehicles, maintenance equipment
- Responsible for the security of all ACRTA facilities and equipment
- Responsible for all PMI requirements and records to the guidelines of FTA standards
- Any other assignments from Executive Director

QUALIFICATIONS:

Education and Experience:

High School Graduate (College or Technical School Degree preferred) with five (5) years related experience in transit operations along with diesel mechanic experience; ASE certifications required. Three years management experience, organizational skills, computer skills required, customer relations skills, excellent written and oral communication skills, must have a clean criminal background, must pass pre-employment DOT physical and drug test

Licensing/Certification:

CDL with air brakes and passenger endorsements required within 90 days of hire
ASE Certified Master Technician or at least four ASEs (brakes, automatic transmission, heating and a/c and performance diagnostics)

Physical Requirements:

Standing, bending, working in weather/warehouse environment
Able to lift 50 lbs.

Working Conditions:

Warehouse environment.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodations.

Signed:

Date: