

**Allen County RTA
Job Description**

Maintenance Supervisor

DIVISION:	Transportation	DEPARTMENT:	Maintenance	REPORTS TO:	Maintenance Manager	
FLSA STATUS:	Exempt	EFFECTIVE DATE:		June 2021	REVISION DATE:	June 2021

PURPOSE OF POSITION:

The Maintenance Supervisor is also a Mechanic for the ACRTA will be responsible for maintaining all of ACRTA vehicles, Diesel vehicles, buildings and ground along with all vehicles under service contract. The Maintenance Supervisor will assign duties and maintain current operating vehicles. Maintenance Supervisor will be responsible of all vehicles for morning start up and assignments. Parts, reports and staffing assignments.

ESSENTIAL JOB FUNCTIONS:

- Monitor and Repair vehicles as needed basis.
- Monitor radio for driver assistance in vehicle issues
- Monitor PMI procedure according to FTA regulations
- Assign Vehicle Run List
- Assign vehicle PMI and repairs
- Assist with monthly safety meetings with all maintenance employees
- Address all write up cards, verify properly completed and file upon completion of work
- Address all work orders and verify process completed
- Mark all parts used out of inventory on Parts Usage Sheet including part number, part description, quantity used, vehicle number and vehicle mileage
- Complete all Preventive Maintenance Sheets to their entirety
- File all completed work orders in appropriate file
- Replace Tach Charts as needed
- Verify all RTA vehicles are safe, clean and working order
- Comply with OSHA regulations
- Follow all ACRTA policy and procedures
- Monitor that all vehicles are Clean inside/out
- Assist with Snow Removal when needed
- Purchase parts in accordance to the ACRTA Procurement Policy
- Provide updates to Maintenance Manager and Operation Director
- All other duties as assigned

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QUALIFICATIONS:

- Technical School in Automotive Technology
- 2 years automotive experience preferred (Diesel Mechanic)
- Organizational Skills required
- Computer Skills required
- ASE certifications
- Fork Truck certification
- Written and oral communication skills helpful
- Must have a clean criminal background check
- Must pass pre-employment DOT physical and drug test
- Must possess own tools
- Must have clean driving record and clean criminal background check
- Must pass DOT physical and Drug screening

Licensing/Certification:

Must have a valid Ohio CDL with airbrake and passenger endorsements within 120 days of hire. (We will train)

Knowledge, Skills and Abilities:

Certification for Forklift operation (will train)
ASC certifications (4)

Physical Requirements:

Standing long periods of time
Walking
Stooping and bending
Must be able to lift 50 lbs
Must pass Random Drug & Alcohol testing

Working Conditions:

Normal warehouse/transit environment.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people. Some travel required.

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: