

## **SPOKANE TRANSIT**

### **VEHICLE AND FACILITIES MAINTENANCE MANAGER**

#### **POSITION DESCRIPTION**

##### **NATURE OF WORK**

Position provides leadership and management for the maintenance activities for all Spokane Transit owned and operated facilities, grounds, equipment and vehicles and provides technical, analytical, and administrative support to the Director of Operations. Work involves coordinating and preparing necessary documents for major capital purchases of vehicles, equipment and facilities. Work requires understanding and employing integrated state of the art electronic and computer modeling, spread sheet programming and other software applications to provide a technically aggressive and innovative planning, evaluation and performance program for documenting and analyzing the value of the maintenance functions to the overall performance and success of STA and its mission. Work is performed with considerable independence and requires planning, arranging and prioritizing work and applying independent judgment in determining proper actions to ensure that best practices, established standards, policies, laws, codes and regulations are adhered to. Consistently demonstrates personal commitment to internal and external customer service.

This position manages two departments (Vehicle Maintenance and Facilities & Grounds) including approximately 100 employees. The position is responsible to maintain a fleet of approximately 400 vehicles, supporting Fixed Route, Paratransit and Vanpool services.

##### **SUPERVISION RECEIVED**

Position receives general direction from the Director of Operations who reviews work for evaluation of professional judgment, compliance with STA policies, and achievement of results consistent with established objectives. The position serves as a member of the STA management team.

##### **SUPERVISION EXERCISED**

Supervision provided to a large number of employees including supervisory, skilled and semi-skilled maintenance, and administrative support employees.

**ESSENTIAL FUNCTIONS:**

Assume full leadership and management responsibility for all maintenance department services and activities including vehicle and equipment maintenance, as well as grounds and facility maintenance. Oversees the day-to-day operations of the vehicle, facilities and grounds maintenance operations. Ensure the provision of adequate vehicles and equipment to meet operating and maintenance needs. Apply and display working knowledge of maintenance of vehicles and facilities best practices.

Manage and participate in the development and implementation of strategic goals, objectives, policies, and priorities for the maintenance department. Ensure compliance with STA's mission, goals, and objectives.

Position is responsible for the preservation and maintenance of all assets (rolling stock and facilities) owned by a public transportation agency. Position is responsible for establishing a replacement schedule for all assets to help ensure the sustainability of the agency. The replacement schedule must be monitored and updated regularly.

Establish, within STA policy, appropriate service and staffing levels. Monitor and evaluate the efficiency and effectiveness of maintenance policies, methods and procedures. Allocate resources accordingly.

Demonstrate measurable and documented indicators of cooperative and collaborative working relationships across all STA functions and stakeholders, particularly transportation, safety and loss control, purchasing, planning, finance, human resources, communication, and employee relations.

Assess and monitor workload, administrative and support systems, and internal reporting relationships. Identify opportunities for improvement. Direct and implement changes.

Coordinate and manage major vehicle acquisition projects including specification development and review, bidding processes, negotiations, vendor evaluation and recommendation of award. Assure contract compliance and administers warranty terms. Analyzes document and provides recommendations on decisions to make or buy, replace or repair.

Communicate with STA management and personnel, union representatives, transit officials, vendors, suppliers and others to exchange information and resolve issues related to vehicle and facilities maintenance.

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Oversee and is accountable for the development and administration of the annual department budget. Track unit performance and weekly costs. Oversee and participate in the forecast of funds needed for staffing, equipment, materials, and supplies. Monitor and approve expenditures. Implement adjustments in accordance with STA policies and principles of sound fiscal management. Demonstrate technical proficiency in computer applications related to performing aforementioned tasks.

Direct the preparation, maintenance and distribution of records, reports, statistics and other materials for STA use and for local, State, and Federal agencies, as required. Establish and analyze operational indicators.

Attend and participate in professional group meetings. Stay abreast of new trends and innovations in the field of transit maintenance and administrative practices and methods.

Attend, chair and conduct a variety of meetings including those involving litigation, grievances and arbitration.

Provide responsible staff assistance to the Director of Operations. Conduct a variety of organizational studies, investigations, and operational studies. Recommend modifications to transportation programs, policies, and procedures, as appropriate.

Represent Spokane Transit in professional and positive light to the community.

Provide excellent customer service to all customers both internally and externally.

Display and practice STA's Core Values in the workplace.

Must be punctual, reliable and maintain regular attendance in order to contribute individually to the efficient and effective delivery of transportation service to the general public.

Must be able to accurately and honestly represent STA in any legal proceedings that may result from the normal performance of the position.

This job description in no way implies that the duties listed here are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties and training as dictated by their Supervisor and/or Spokane Transit.

## MINIMUM REQUIREMENTS

**Training and Experience:** A Bachelors degree from an accredited college or university with major course work in business administration, public administration or a related field. Seven years of increasingly responsible work experience directly related to vehicle and facilities maintenance including three years management and administrative responsibility. Additional qualifying experience may be substituted for the educational requirement on a year for year basis.

**Environment:** Office and workshop environment setting; some travel to other locations for business purposes; exposure to electrical and electronic equipment; to noise, dust, grease, smoke, fumes, noxious odors, and gases; all types of weather and temperature conditions.

**Physical Capabilities:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; push, pull, lift, and/or carry light amounts of weight.

Vision sufficient to see in the normal visual range with or without correction; to read computer screens and printed documents; and to operate assigned equipment.

Hearing in the normal audio range with or without correction.

## SELECTION FACTORS

Knowledge of: operations, services, and activities of a comprehensive maintenance program for a transportation system including vehicles and facilities; methods and techniques of designing preventive maintenance programs; and occupational health and safety practices.

Knowledge of principles and practices of maintaining transit system vehicles and equipment; modern trends and innovations in fleet management; and methods and techniques utilized to maintain effective grounds, equipment, facilities and fleet vehicles programs.

Knowledge of principles and practices of program and budget development and administration.

Knowledge of Federal, State, and local laws, codes and regulations governing transit agency vehicle and facilities operations programs.

Knowledge of principles and practices of supervision, training, and performance evaluation.

Knowledge of modern office equipment, including computers and supporting word processing and spreadsheet applications.

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Ability to develop and maintain effective and collaborative working relationships with other departments, union officers, representatives of public, community and regulatory agencies, and others.

Ability to resolve conflicts and deal effectively throughout the organization to assure that efforts are properly directed toward achieving common STA goals.

Ability to lead, direct and manage a comprehensive grounds, equipment, facility and fleet vehicle maintenance program and to prepare and administer large program budgets.

Ability to develop and administer departmental goals, objectives and procedures; analyze and assess programs, policies, and operational needs; make appropriate adjustments and direct new changes in operating functions.

Ability to demonstrate the highest integrity and credibility in issues related to union relations.

Ability to oversee, direct and coordinate the work of assigned employees; delegate Authority and responsibility; and select, supervise, train, and evaluate staff.

Ability to understand and implement software systems applicable to maintenance functions.

Ability to work independently; research and analyze problems; evaluate service delivery methods and techniques; identify alternative solutions; project consequences of proposed actions; and implement recommendations in support of goals.

Ability to prepare clear and concise administrative and financial reports.

Ability to interpret and apply Federal, State, and local policies, laws and regulations.

Ability to communicate clearly and concisely, both verbally and in writing.

**WAGE**

In accordance with the Spokane Transit Salary and Compensation Policy.

**AA/EEO**

All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of age, disability, ethnicity/race, national origin, religion, gender, gender identity, sexual orientation or veteran status.

I acknowledge that I have read this job description, and I feel that I can perform the essential functions of the position with or without reasonable accommodations.

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Employee Name Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature