

Maintenance Manager

Salary: D.O. E.
Excellent benefits

Posting Date: February 5, 2016
Filing Deadline: Open until filled

JOB SUMMARY

Is responsible for directing all functions and activities within MST's Maintenance Department including the safe, reliable, efficient and cost effective maintenance and repair of the fleet.

ESSENTIAL FUNCTIONS

- Plans, directs and coordinates the activities of a bus maintenance facility to provide efficient, effective, safe and reliable service to their immediate internal customers and the general public;
- Plans, supervises, and coordinates the daily staff activities of MST's bus maintenance facilities;
- Selects, trains, supervises, assigns, evaluates, counsels, and disciplines personnel; recommends and controls work schedules and manpower utilization;
- Recommends, implements and enforces policies and procedures; Applies the provision of labor agreements in accordance with MST policy; Investigates and determines facts in attempting to resolve employee grievances;
- Evaluates fleet and maintenance efficiencies, practices and reliability by reviewing and analyzing daily logs, fleet status reports, and management information system reports and initiates corrective actions as required; verifies fleet warranty compliance
- Implements and manages preventive maintenance, scheduled maintenance, and other quality assurance programs; Recommends retention and replacement of revenue and non-revenue vehicles;
- Coordinates bus maintenance operations at MST's operating divisions; assures that facilities are maintained in a clean and safe condition; assures adherence to MST and manufacturer safety programs and requirements;
- Maintains good public relations with various working groups within MST, outside vendors and the public;
- Formulates new vehicle specifications, conducts progress reviews and assists in writing reviews; develops, monitors, and manages the maintenance shop budget; compiles reports;
- Investigates accidents/incidents, provides reports in cooperation with MST's Safety/Training department as necessary;
- Ensures compliance with applicable local, state and federal regulatory requirements, OEM maintenance and safety requirements and MST's standard operating procedures.
- Identify fleet replacement needs and manage the fleet procurement process;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITY

Principles and practices of organization, administration, budgeting, and management; Principles of supervision, training, motivation, and discipline; federal, state and local laws pertaining to public bus operations; goals and purposes of public bus transit system; industrial safety, safety rules, and regulations applied to bus maintenance operations; understanding to interpret and read labor contracts; theory, operations, maintenance, overall, repair, troubleshooting of diesel engines; basic equipment and tools used in maintenance and repair of large vehicles. Ability to plan, supervise, and coordinate the activities of a bus maintenance facility; effectively utilize all available resources; read, interpret, and analyze management information reports, including MST's maintenance management information system and other technical programs; communicate effectively both orally and in writing; analyze and evaluate operations problems and recommend and/or implement effective solutions; promote and maintain good community relations. Knowledge of computer programs (Microsoft Office Suite).

MINIMUM QUALIFICATIONS & REQUIREMENTS

The knowledge and abilities would typically be obtained through training, experience, and education equivalent to graduations from a four-year college with a degree in a technical, engineering, administrative or related field; and a minimum of four years of supervisory experience in a public transportation maintenance environment or any combination of education and experience that provide the knowledge, skills and abilities to effectively do the job. Must hold a Class B license with passenger and air brake endorsements; ASE Bus Technician certifications to MST requirement for Advanced Mechanic required.

FILING

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other segments of the selection process. Applications may be obtained from our Administrative Offices, 19 Upper Ragsdale Drive, Suite 200, Monterey; the Salinas Transit Center, 110 Salinas Street, Salinas; by calling, (831)264-5871 or by visiting MST online at

<http://www.mst.org>. **SUBMIT COMPLETED APPLICATIONS TO:** Monterey-Salinas Transit, Attn. Human Resources, 19 Upper Ragsdale Drive, Suite 200, Monterey, CA 93940. Applications must be submitted with a DMV printout form H6 or K4. Resumes will not be accepted in lieu of a completed application.

ADA

Candidates who qualify under protection of the Americans with Disabilities Act, and require a reasonable accommodation for applicant testing and/or examination, should notify the MST Human Resources at least one week prior to being scheduled for assessment.

EQUAL OPPORTUNITY EMPLOYER / AFFIRMATIVE ACTION EMPLOYER