

Job Description



Position: Director of Bus Maintenance
Department: Operations/Maintenance
Reports To: Vice President for Bus Operations

Job Summary:

The Director of Bus Maintenance is responsible for the day-to-day management and oversight of all vehicle maintenance activities within an assigned repair facility. Manages and supervises the technicians in carrying out major, minor, and preventative maintenance, engine/transmission overhaul, body repair/refinishing, road recovery, and vehicle servicing programs. Oversees vehicle preparation for daily service dispatching. Monitors budget expenditures. Supervises Superintendent of Fleet Maintenance and first line maintenance supervisors. Monitors employee training and development programs to maximize efficiency, productivity, and safety. Keeps Vice President for Bus Operations and subsequent shift supervisors informed of personnel and labor relation actions and vehicle/equipment maintenance needs.

Essential Job Functions:

- Works to achieve departmental goals and objectives. Monitor monthly progress towards established goals and reports results to VP for Bus Operations. Takes corrective action to achieve goals.
- Advises on various operational and personnel matters; makes recommendations for improvement and implements programs, standards, and procedures.
- Manages shop workload to ensure sufficient vehicles are operational, serviced, and ready to meet daily transit requirements.
- Coordinates the repair of vehicles and sub-components with outside agencies.
- Maximizes use of automated computer programs to improve efficiency and management of maintenance operations.
- Provides technical assistance and support to maintenance personnel as required.
- Provides input for the establishment of training programs to alleviate deficiencies and increase mechanical skill or promotional opportunities.
- Monitors maintenance operating budget and parts/labor contracts.
- Supervises and evaluates performance of all assigned personnel; recommends salary increases and adjustments in position classifications; ensures sufficient flow of communication between maintenance personnel and management.
- Maintains knowledge of labor contract provisions and ensures compliance with such provisions relative to work assignments, schedules, discipline, wages, etc.
- Maintains a safe and healthy work environment, ensuring strict compliance with all safety, security, cleanliness, environmental, and HAZMAT regulations.
- Develops plans and schedules to meet unexpected situations, new developments.
- Communicates with personnel throughout the agency to coordinate activities and to resolve problems.
- Implements quality control measures. Prepares, evaluates and maintains appropriate maintenance daily and monthly reports and records.
- Monitors maintenance of HRT assets maintained by contractors i.e. Paratransit.
- Manage records created and received in compliance with the Hampton Roads Transit Records Management Policy and Procedures.
- Responsible for handling all related job responsibilities in accordance to HRT's Environmental Policy, relevant EMS Standard Operating Procedures, and Emergency Management Plan
- Responsible for representing respective functional area during scheduled EMS Team Meetings

- Responsible for assisting with the identification and ongoing review of all EMS elements, including Environmental Aspects, Significant Aspects, Objectives & Targets and related SOPs.
- Responsible for following specific internal EMS audit plan/schedule, and conducting internal audits accordingly against procedural requirements and the ISO 14001 Standard
- Responsible for reviewing, implementing, and updating Emergency Operations Procedures relating to facilities maintenance
- Other duties as assigned.

Examples of Duties (Duties listed are not intended to be all inclusive nor to limit duties that might reasonably be assigned)

- Monitors and controls activities of the assigned maintenance branch, through subordinate supervisors, in support of agency objectives, plans, and schedules.
- Manages maintenance workload and preventative maintenance scheduling using automated computer programs. Ensures accurate and timely data entry.
- Coordinates with factory vendors, dealer representatives and other outside repair shops to expedite the process of warranty work and contracted services.
- Monitors operating budgets and coordinates purchase requirements.
- Oversees assignment of personnel. Coordinates with agency managers and labor union representatives to properly administer working agreement and enhance employer/union relations.
- Provides direction, verbal or written feedback, and evaluates performance of subordinate personnel.
- Implements and monitors effectiveness of various programs.
- Monitors production quality through periodic inspection of completed work.
- Directs recovery of disabled vehicles.
- Manages time accounting and submission for employee pay.
- May be required to work outside normal hours as assigned.
- Performs other duties as assigned.

Required Knowledge, Abilities and Skills essential to Job Functions:

Requires extensive experience in vehicle maintenance; must be highly motivated, able to maintain effective communications with all levels of management and labor; must be able to make sound maintenance decisions based upon technical experience and knowledge. Must have a Commercial Drivers License with B endorsement.

Required Software Knowledge and Skills essential to Job Functions:

Proficiency in using computer systems and the listed software applications associated with performance of assigned work is essential. Basic problem solving skills associated with software applications used is expected. Software usage relevant to job duties will be evaluated.

Software applications:

MS Windows, MS IE, MS Office (Word, Excel, Access, Power Point, Outlook), Spear, PeopleSoft, Gasboy, Adobe Reader, WinZip, Symantec, Cummins Insight, Thermo King

Qualifications:

Training and/or Education:

Minimum qualifications include: an associate degree in vehicle maintenance or related fields, training and/or minimum of 10 years of experience in vehicle maintenance, or any combination of experience and training which provides the required skills, knowledge, and abilities.

Required Experience:

Minimum qualifications include: an associate degree in automotive maintenance or related fields, additional training and/or experience in vehicle maintenance, or any combination of experience and training which provides the required skills, knowledge, and abilities.

Licenses or Certificates:

Commercial Drivers License
B Endorsement

Special Requirements:

None

FLSA Status:

Exempt

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.

Unusual Demands:

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. Work involves meeting multiple demands on a timely basis. Duties may require some seasonal overtime.

This job description summarizes the essential duties required for this position but in no way is inclusive of all duties. Other related duties may be assigned as needed by department head or supervisor. All changes must be requested through the Organizational Development or Human Resource Department.