



## **POSITION DESCRIPTION**

**POSITION TITLE:** Maintenance and Facilities Manager

**SUPERVISOR:** Transit Manager

### **SCOPE OF RESPONSIBILITY:**

Under direction of the Transit Manager and/or his or her delegate, employees in this classification direct all maintenance activities at Amador Transit. It is the job of the Maintenance Manager to ensure that all capital assets owned and/or used by Amador Transit are maintained not only in accordance with the manufacturer's recommended maintenance schedule, and CHP requirements but in such a manner as to maximize their life and usefulness to Amador Transit and to ensure safety to the general public and employees all the while ensuring that a quality product is delivered.

Under the direction of the Transit Manager and/or his or her delegate, control the day-to-day maintenance activities, assigning and directing the work of mechanics and other vehicle and facilities maintenance personnel. Makes decision of a complex and routine nature related to the activities of a transit maintenance repair facility.

Using considerable independent judgment, employees in this classification work within the framework of departmental and Agency policies and standards in assigning work, providing technical assistance and first-line supervision of the work of mechanics and other personnel engaged in the service, repair, maintenance and reconditioning of Agency vehicles, facilities and related equipment. Responsible for the application of sound safety practices in the transit maintenance environment. Assist vehicle and facilities maintenance personnel in resolving complex problems and procedures.

### **ESSENTIAL FUNCTIONS:**

#### **Maintenance**

- Plans, organizes and directs fleet maintenance operations including vehicle maintenance, repair and disposal.
- Develops and implements standards of quality assurance.
- Prepares weekly/monthly fleet and facilities updates to Management Staff

- Monitors and justify allocated budget expenditures, including submitting budgetary recommendations and anticipating future budgetary needs. Approve and Code all maintenance and facilities Invoices and purchases.
- Monitor capital assets, depreciation schedules, and provide recommendations to the General Manager on Capital Replacement schedules.
- Conducts inspections of work-in-progress and completed projects.
- Ensures proper training for staff; keeps subordinates informed through safety and on-the-job training; ensures the maintenance of safe working conditions, good housekeeping practices and the use of safe work practices by subordinates.
- Perform all aspects of vehicle repair and routine preventative maintenance on diesel, gasoline and propane powered vehicles and equipment to include safety inspections, lubrication, changing of fluids, filters, and all vehicle repair related tasks.

### **Facilities**

- Oversees and manages the preservation of AT investment in buildings, structures, shelters and Transit Center lots; including building maintenance, custodial services, graffiti removal, shelter renovations and any other facility maintenance.
- Plans, prioritizes, schedules and monitors work orders and other preventative facility maintenance activities.
- Coordinates, organizes and directs building maintenance through both AT staff and outside contractors to provide optimum maintenance service within a prescribed budget.
- Oversees projects and inspects work while in progress and upon completion.
- Monitors and justify allocated budget expenditures; including submitting budgetary recommendations and anticipating future budgetary needs.
- Inspects buildings, parking lots and all AT properties for safety hazards, maintenance needs and disability access requirements and considers findings in the development of work plans.
- Performs other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Working knowledge of the philosophy, objectives, methods and practices of fleet maintenance operations, including vehicles maintenance, repair and disposal.
- Knowledge of the operating principles and mechanics of all diesel and gasoline and propane engines; the hazards and safety precautions followed in heavy equipment repair shops.

- Ability to use jacks, wrenches, grease guns, hydraulic hoists, cleaning materials and other tools and equipment used in the service and repair of heavy equipment.
- Understand and carry out both oral and written instructions.
- Work as a team with other employees in a directed work team environment.
- Conceptualize the work required through personal observation or a verbal description and determine what is necessary to obtain quality results.
- Ability to make decisions and work independently.
- Ability to obtain a Class B CDL with passenger endorsement and air brake restriction lifted.
- Ability to work effectively with the public, management staff, fellow employees and other agencies; conveying accurate information and remaining professional and courteous with customers and with staff at all times.
- Ability to use computers for diagnostic procedures, maintenance work order, repair, parts and inventory tracking and general office work. Knowledge and experience in Microsoft software including Excel.
- High school diploma or equivalent and completion of or attendance at an auto/diesel mechanics course or a recognized apprentice program.
- Five years' experience in medium to heavy duty truck and/or bus maintenance is required
- Ability to work in both an indoor and outdoor environment requiring moderate physical exertion.
- Possession of a set of hand tools and a roll away toolbox is required at the time of hire.

### **SPECIAL REQUIREMENTS**

- Must pass a pre-employment substance abuse test as a condition of employment. This position is considered safety-sensitive, as defined by the Federal Transit Administration (FTA), thus it is subject to random drug and alcohol testing and is subject to all other types of substance abuse tests as described in the policy.
- Must possess a valid California driver's license at the time of hire and be able to obtain a Class B Commercial Driver's License permit within thirty (30) days of hire. Must obtain a CDL Class B license with ninety (90) days of hire.
- Upon offer of employment, one must successfully pass the CDL physical exam and must maintain a physical condition, as monitored by periodic CDL re-examinations, which allows completion of all assigned duties.

- If selected for the position, documentation of United States citizenship or an alien lawfully authorized to work in the United States will be required to establish identity and work authorization in accordance with the employer’s obligation under the Immigration Reform and Control Act of 1986.
- Acceptable driving record.
- Upon offer of employment, you must be able to pass a California Highway Patrol criminal background check.

**WORK SCHEDULE**

Full-time workweek (40 hours). Hours may vary according to work schedules and tasks to be accomplished with evening and weekend work necessary at times to accomplish the duties of the position as determined by the Transit Manager.

**SALARY AND BENEFITS**

Wage and benefits are as per the Amador Transit Salary Matrix and Personnel Manual.

***This is an exempt position as defined by the Fair Labor Standards Act (FLSA).  
FY 23/24***

<b>Maintenance &amp; Facilities Manager</b>				
\$70,342	\$72,452	\$74,264	\$76,120	\$78,023
\$33.82	\$34.83	\$35.70	\$36.60	\$37.51

Amador Transit Contributes to CalPERS in lieu of Social Security apart from a “retired annuitant” status. Medical, Dental and Vision are offered at a 70/30 split. Company pays 70%.

## **PHYSICAL DEMANDS:**

(Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%)

<b>Sitting:</b>	Occasionally, when working at a desk or in a meeting.
<b>Standing/Walking:</b>	Continuously, to and from vehicles and while inspecting and repairing vehicles.
<b>Driving:</b>	Occasionally, when checking vehicle or picking up parts.
<b>Lifting/Carrying:</b>	Frequently, up to 25 pounds; occasionally lifting of up to 90 lbs. (wheels/tires, vehicle parts etc.) may be necessary.
<b>Bending/Squatting/Kneeling:</b>	Frequently when inspecting vehicle and repairing vehicles.
<b>Pushing/Pulling/Reaching:</b>	Frequently, with maximum force of 25 lbs., while repairing vehicle, and maneuvering parts.
<b>Twisting:</b>	Frequently at waist and neck when inspecting and repairing vehicles.
<b>Overhead Reaching:</b>	Frequently, when inspecting and repairing vehicles.
<b>Climbing:</b>	Frequently, getting in or out of vehicles.
<b>Handling/Grasping:</b>	Frequently, while using tools and steering vehicles.
<b>Talking:</b>	Frequently, communicating with passengers and dispatch.
<b>Hearing:</b>	Continuously, listening for bus malfunctions, employee communications and radio communications.
<b>Fine Finger Manipulation:</b>	Frequently when handling nuts and bolts and operating radio and vehicles controls.
<b>Work in inclement weather:</b>	Frequently, in extreme hot and/or cold temperatures.

***The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.***

***Amador Transit is an equal opportunity employer and does not discriminate on the basis of race, sex, age, color religion, national origin, marital status, veteran's status, disability status or any other basis prohibited by federal, state or local law. Please let Amador Transit know if you need accommodation in order to participate in the application process.***