

MASS TRANSPORTATION AUTHORITY

JOB DESCRIPTION

POSITION: MAINTENANCE SUPERVISOR - BUILDING & GROUNDS TEAM - (2nd Shift)

CLASSIFICATION: SUPERVISORY

GRADE LEVEL: ONE – FOUR

SCOPE OF RESPONSIBILITIES:

The Maintenance Supervisor - Building & Grounds Team is responsible for assisting the Director/Manager of Maintenance in daily operations and all related administrative functions and activities, i.e., supervision, direction, training, and motivation of team personnel; Monitor the Facility service vehicle fleet to insure the fleet is service ready; Be fully aware of all job tasks and work schedules; Be completely knowledgeable of work performed within the team; Perform other duties, as assigned.

SUPERVISION BY: DIRECTOR/MANAGER OF MAINTENANCE

PRINCIPAL RESPONSIBILITIES:

- Supervise and assist all Building & Grounds maintenance team personnel, monitoring work performance at each stage of task completion
- Able to work any shift
- Assist in interviewing, selection and training of new personnel
- Assist in repairing/diagnosing/troubleshooting building repairs as needed
- Ensure consistently fair and equitable distribution of all work assignments
- Establish estimated worker hour expectations for completion of job assignments
- Monitor team personnel in daily maintenance and care of all Mass Transportation Authority facilities, facilities equipment and grounds
- Record personal time off, payroll, absences and required written reports, relative to processing compensation claims or other forms pertinent to operations of team
- Be aware of all current team maintenance schedules and work-in-progress
- Assist with developing equipment damage estimates and compiling of accident and incident reports.
- Monitor condition of Facilities maintenance vehicle fleet to insure that equipment is service ready or scheduled for required maintenance; coordinate with the responsible maintenance party concerning any unscheduled deficiency that may be identified for maintenance
- Keep Supervisor advised on work-related problems with facility equipment, buildings and grounds
- Responsible for coordination of schedules for maintenance on all Mass Transportation Authority facilities, grounds and non-vehicle equipment.

- Review and edit computer data on facility operations and preventive maintenance schedules
- Assist Purchasing for proper identification of parts, related to job orders
- Assist in counseling and disciplining team personnel, as needed, and in accordance with Mass Transportation Authority rules, regulations and contractual agreements
- Maintain consistent and effective Management and Union Management working relationships
- Assist in execution and administration of department merit programs, maintaining good relationships and rapport with staff, providing them with consistent level of accessibility and communication
- Assist in execution and supervision of department training programs, safety programs and meetings
- Assist in the execution of department budget
- Ensure personnel adherence to Mass Transportation Authority operating and safety rules and regulations
- Report all team personnel and operating needs and/or problems to the Director
- Assist in receiving, investigating and resolving operation related problems and/or complaints from public, management and department personnel on a current and timely basis
- Be completely knowledgeable of work performed within Building & Grounds Maintenance Team
- Maintain working knowledge of Data Entry System and edit computer read-outs, and assist in the utilization of data output, as applies to cost reduction and increasing efficiency and effectiveness within department operations
- Provide supervision with required data, materials and/or reports, written and oral, as required.
- Know and perform all job duties within scope and direction of Mass Transportation Authority policies, procedures and contractual agreements
- Perform other duties, as assigned

EDUCATIONAL and/or EXPERIENCE:

- High School Diploma with additional technical classes
- Journeyman Electrician Certification
- Electrical Certifications
- Three (3) to Five (5) years of experience in the maintenance and repair of mechanical, electrical systems, heating, cooling and ventilation systems, plumbing and other building maintenance areas.
- Three (3) years supervisory experience preferred

MINIMUM ACCEPTABLE JOB PERFORMANCE STANDARDS:

- Maintain effective and efficient control over flow of buildings and grounds maintenance work in order to insure fleet readiness
- Maintain complete control over data input from all stations within areas of responsibility

- Ensure adherence, and full compliance, by all within work areas, of all posted rules and regulations on safety and performance
- Keep Supervisor constantly informed of all rule violations, personnel staffing and incident and accidents, as they happen, and various related data, as requested by the Supervisor
- Maintain accurate and current data on all maintenance activity in order to provide status and written reports as directed
- Maintain strict adherence to the fair and equal distribution of assigned work to insure timely, accurate workflow
- Maintain the use of sound judgement when making statements, recommendations or decisions on behalf of, and directly affecting, the Mass Transportation Authority
- Maintain strict adherence to all applicable Mass Transportation Authority policies and procedures and all contractual requirements in order to insure effective and efficient workflow and productivity

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 principal responsibilities.

While performing the duties of this job, the employee is regularly required to sit, frequently required to walk and stand. Use of hands and arms is necessary to reach or use various tools, controls or objects. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. May also include frequent bending, stooping, squatting, pushing and pulling, kneeling, crouching, crawling, reaching, use of ladders (included wall mounted), stepping in and out of buses, twisting, turning, and entry into awkward positions while looking at work being performed by maintenance workers. Lifting of up to 75 pounds from the floor to a waist height level. Employee is required to perform job duties in accordance with existing health and safety procedures and policies.

WAGE: Determined by education and experience

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the principal responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the principal responsibilities. The noise level in the work environment is moderate to loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

APPLICATION SUBMITTAL:

Applications will be accepted until the position is filled. Apply in person at the MTA Administration Building, 1401 S. Dort Hwy., Flint **OR** at any MTA location. Submit resumes to jobs@mtaflint.org. MTA is an equal opportunity employer!

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.