

MASS TRANSPORTATION AUTHORITY

JOB DESCRIPTION

POSITION: MAINTENANCE SUPERVISOR

CLASSIFICATION: SUPERVISORY

SCOPE OF RESPONSIBILITIES:

The Maintenance Supervisor 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 repair of all vehicles 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:

- Responsible for the coordination of all Mass Transportation Authority vehicles.
- Supervise and direct all Maintenance Team personnel, monitoring work performance at each stage of task completion.
- Assist in interviewing, selection and training of new team personnel.
- Ensure consistently fair and equitable distribution of all work assignments.
- Establish estimated worker time expectation for completion of job assignment.
- Monitor team personnel in daily maintenance and care of all Mass Transportation Authority equipment.
- Must be able to record personal time off, payroll, absences and required written reports, relative to pull-offs, processing compensation claims or other forms pertinent to operations of team.
- Must be aware of all current team programs and work-in-progress.
- Responsible to keep Supervisor advised on work-related problems with vehicles, equipment, or buildings.
- Responsible for the evaluation of the entire MTA fleet; Assign work to ensure maintenance meets the operational requirements each pullout
- Responsible to review and analyze computer data.
- Assist purchasing for proper identification of parts, related to job orders when required.
- 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.
- Ensure personnel adherence to Mass Transportation Authority operating and safety rules and regulations.
- Assist in receiving, investigating and resolving operation related problems and/or complaints from public, management and department personnel on a current and timely basis.
- 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, both written and oral, as requested.
- Know and perform all job duties within scope and direction of Mass Transportation Authority policies, procedures and contractual agreements.
- Edit or create Preventive Maintenance Inspection forms for all MTA vehicles, maintaining in accordance with OEM/FA rules and regulations
- Perform other duties, as assigned.

EDUCATIONAL and/or EXPERIENCE:

- High School Diploma or equivalent
- Associates Degree in management or related field **OR** 5 years of management/supervisory experience
- At least 5 years of experience as a Mechanic or other relevant experience
- Fundamental computer skills with knowledge of Microsoft Word, Excel and various software applications

MINIMUM ACCEPTABLE JOB PERFORMANCE STANDARDS:

- Maintain effective and efficient control overflow of preventive maintenance work 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
- Maintain accurate and current data on all maintenance activity 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 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.

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.

WAGE

Determined by the level of experience and education of applicant

APPLICATION SUBMITTAL:

Applications will be accepted until the position is filled. Applications are available at www.mtaflint.org. Submit resume and application 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.