**Board of the Mass Transit Department of the City of El Paso**
**Job Description and Specifications**

# TRANSIT MAINTENANCE MANAGER

**Position Mission:**

Manage timely, reliable and economical operations to maintain and repair coaches, automobiles, shop equipment and facilities, to store and dispense parts, tools and fuels through subordinate section supervisors under general direction of the Transit Operations and Maintenance Assistant Director.

**Primary Responsibilities:**

- Recommend, plan, organize and develop enhancements in transit vehicle and facilities servicing, preventative maintenance and repair, and in material and fuel stock keeping and inventory control by assessing on-going long and short term needs for labor, material, equipment and facilities, and participating in the setting of objectives, policies and standards that affect the division.

- Implement, direct and control day-to-day transit vehicle and facilities servicing, preventative maintenance and repair, and in material and fuel stock keeping and inventory control to optimize efficiency and effectiveness by allocating available resources, regulating utilization, improving methods and reviewing subordinates' suggestions.

- Lead and motivate productivity and cooperation of individuals or teams of employees and supervisors which involves the firm, impartial and consistent exercise of delegated authority to enforce personnel and safety rules and regulations.

**Essential Competencies:**

- Ensure or improve operating condition, regulatory compliance, safety and cleanliness of passenger coaches and facilities through the use of available labor, material, equipment and facilities. This requires applying comprehensive knowledge of the characteristics and capabilities of commercial passenger vehicle, automobile and truck engines, bodies and air conditioning, and gasoline, diesel and liquid or compressed natural gas or other alternative fuels together with modern methods of coach and automotive inspection, maintenance and repair trades, and considerable knowledge of parts, tools and fuel storage and dispensing safety and security practices as well as good knowledge of garage and shop equipment, terminal, bus stop and related heat, steam, electrical, water, gas and air systems maintenance necessary for operations.

- Plan, develop, establish, administer and correct shop and stores procedures, standards and structures, and effectively organize, implement, balance and control operational support activities such as deployment, use, upkeep and storage of equipment, facilities, fuels, materials and utilities. This requires defining problems, collecting data, establishing facts and drawing valid conclusions, and interpreting a wide variety of technical instructions, including those in mathematical and diagram form, together with information dealing with several abstract and concrete variables regarding issues such as internal and external priority conflicts, workforce, vehicles, supplies, equipment and fuels availability and specifications, shop turnaround deadlines, multiple shift work schedules, quality control, safety and security programs, accident and malfunction investigations, and replacement recommendations.

- Ensure completeness and accuracy of calculation and recording of personnel, equipment, supplies and maintenance costs and other operational statistics, and estimate results expected and budgets as well as justify deviations from forecasts. This requires applying mathematical concepts such as percentages, frequencies and sampling following established cost and performance measurement procedures to

preparation of division budge requests, control of costs, requisitioning of goods and labor, monitoring of contracted services, assessment of productivity and quality, and other divisional administrative activities.

- Maintain awareness of the status of activities of functional units for which accountable, and of trend in industry practices and technological developments which includes directing and reviewing preparation, accumulations and safeguarding of pertinent information, some of a confidential nature. This requires reading, analyzing and interpreting general business and professional journals, technical procedures, and governmental regulations such as material and technical specifications, garage layouts, regulatory and grantor compliance audits, activity and incident reports, and master fixed route and demand response schedules.

- Establish and maintain effective working relationships with Mass Transit executives and employees, City departments, adjacent jurisdictions, funding sources, regulatory agencies, consultants, contractors, other vendors, and the general public regarding regular business dealings, such as participation in negotiations, resolution of conflicts and other non-routine cooperative problem solving, requiring explanation and interpretation of specialized details and concepts pertaining to mass transit vehicle and facilities maintenance activities and procedures unfamiliar to the audience to render service, carry out policies and maintain coordination by listening actively and expressing oneself clearly and concisely both orally to rationally present information and respond to inquiries and in writing to prepare reports, business correspondence and procedure manuals.

- Supervise assigned exempt and non-exempt supervisory and non-supervisory service, trades, technical, and administrative personnel by scheduling work to expedite flow and balance loads, assigning duties and issuing written and oral instructions, checking work for operational effectiveness, quality and quantity, and policy and procedural conformance, guiding subordinates to overcome difficulties encountered, correct errors and rectify complaints, appraising performance of direct reports and reviewing employee ratings by subordinate supervisors, coaching to inspire competency improvement and career advancement, arranging for or conducting internal orientation, job training and employee development activities, counseling on work conduct, courtesy, attendance, appearance and safety, maintaining harmony among subordinates, interviewing applicants, effectively recommending hire, commendation, pay adjustment, transfer, discipline and termination of employees and staffing level and job design changes.

- Engage in miscellaneous general management and administration projects or ongoing activities involving competencies comparable to those listed above as requested including, but not limited to, substituting for own assistant director, other managers or subordinates during temporary absences, if delegated, to maintain continuity of operations, conducting special studies and serving on ad hoc inter-jurisdictional and inter-disciplinary committees to deal with procedural and tactical issues that may affect the operations and maintenance, and responding to and taking charge in emergencies until relieved, either during regular or non-working hours.

**Qualifying Credentials:**

Education – Completion of Associates Degree in automotive technology, business or public administration, or closely related field

Plus

Experience – equivalent to a minimum of six (6) years of progressively responsible experience in the repair and maintenance of automotive and/or heavy equipment diesel, or liquid or compressed natural gas engines, including at least four (4) years in an automotive shop supervisory and managerial capacity. [Studies beyond post secondary in (or closely allied) to the fields listed under Education may be substituted, on a year for year basis, for directly related non-supervisory technical or administrative experience up to a maximum of three (3) years]