



Position: Manager of Maintenance

Location: Santa Barbara, CA; Santa Barbara Metropolitan Transit District

Salary: \$90,000 - \$110,000 annually - DOE

Apply By: OPEN UNTIL FILLED

Description:

Santa Barbara MTD seeks dedicated and experienced maintenance manager to serve as Manager of Maintenance. Reporting to the General Manager, the Manager of Maintenance has supervisory and administrative responsibility for maintenance of all revenue and non-revenue vehicles and equipment. MTD fleet includes diesel and electric buses as well as other gas and/or diesel powered vehicles. This requires abilities to problem solve, bring successful and satisfactory conclusion to any and all problems that arise involving the bus fleet, direct routine maintenance, and ensure worker and site safety. The Manager of Maintenance is also responsible for the facility maintenance.

The Manager of Maintenance includes, but is not limited to, the following Essential Functions and Supervisory Duties:

Essential Functions:

- Plan, control, maintain and administer the activities of the department, bus fleet, company cars, facilities and building systems to achieve district goals and objectives.
- Work with supervisors and maintenance staff to identify mechanical problems, coordinate vehicle maintenance and repair.
- Establish performance standards and analyze output to predict future needs and budgets for personnel, supplies, services and equipment.
- Develop and maintain department budget. Analyze current and past expenditures to develop annual departmental budget, formulate and monitor capital projects and grants, review and approve departmental purchases.
- Prepare bid specifications purchases, review facilities and equipment maintenance systems, and recommend programs to resolve problems. Review, recommend, and administer approved contracts.
- Coordinate with Procurement on selection and purchasing of parts for vehicle and bus repairs, review, update, and modify preventive maintenance programs to fit current maintenance trends, and analyze maintenance department performance data to implement methods of increasing efficiency and reducing costs.

Supervisory Duties: In accordance with applicable policies/procedures and Federal/State laws may perform the following supervisory responsibilities:

- Supervise department staff, including supervisors and lead personnel, of approximately 25 to 30. Interview, hire, orient and train employees.
- Plan, assign, and direct work; interpret status sheets, assign work schedules and review shift operation reports to determine work performance.
- Coach, appraise performance, and prepare and complete annual performance evaluations.
- Address grievances and resolve problems. Maintain appropriate documentation of disciplinary actions, and support Human Resources with the administration of the collective bargaining agreement and resolution of labor issues.

The Ideal Candidate:

The ideal candidate for the Manager of Maintenance position will meet the following experience and education requirements:

Experience: Five (5) to seven (7) years of increasingly responsible experience in fleet maintenance operations, preferably in a transit environment that includes five (5) years of supervisory or management level maintenance experience.

Education/Training: Bachelor's Degree in a directly related field or demonstrated work experience equivalency.

Additional Experience Requirements:

- Possession of or ability to obtain a class B driver license with a good driving record.
- Certification as Fleet Manager and/or Facilities Manager is highly desired.
- Public Agency experience is preferred.

Skills and Abilities:

- Proven knowledge of industry standards pertaining to the maintenance and repair of vehicles, equipment and tools.
- Operation and maintenance of a variety of types of equipment, tools, and machinery used on assigned work projects.
- Assess and identify technicians' skills in order to manage work flow for appropriate levels of abilities.
- Principles of labor relations and collective bargaining; read and interpret provisions of the collective bargaining agreements.
- Work under pressure and complete work assignments within tight deadlines.
- Learn district policies and procedures.

- Communicate effectively and clearly in both oral and written form.
- Effectively write reports, memos and Board issue documents.
- Prepare and maintain comprehensive reports and documents.
- Budget development and expenditure control.
- Good judgment and creative problem solving.
- Establish and maintain good working relationships with employees and the general public with courtesy, diplomacy and tact.
- Comply with random drug testing provisions for safety-sensitive classifications as required by the Department of Transportation (49 CFR, Part 655).

Benefits:

MTD offers an attractive compensation and benefits package:

- Health, dental, vision, life insurance.
- 401(k). MTD is not a member of CalPERS.
- Vacation, Sick and Personal Time off.
- Ten (10) paid holidays annually.

To Apply:

If you are interested in pursuing this unique and exceptional career opportunity, please submit a District employment application and resume including email addresses for five work-related references (references will not be contacted until mutual interest is established) to roppenheim@rgs.ca.gov. For a required District employment application visit <http://sbmtd.gov/Careers/EmploymentMaster.aspx>.