



JOB DESCRIPTION

JOB TITLE:	Fleet & Facilities Manager
FLSA STATUS:	Exempt
REPORTS TO:	Transit Systems Program Manager
GRADE LEVEL:	14
SALARY RANGE:	\$67,878 - \$86,884
HIRING RANGE:	DOE

ESSENTIAL FUNCTIONS:

As a dedicated and experienced maintenance professional, the Fleet & Facilities Manager has supervisory and administrative responsibility for the maintenance of all revenue and non-revenue vehicles, equipment, and facilities. The fleet includes diesel and gasoline buses, as well as other gas and/or diesel powered vehicles and equipment. TTD's facilities include:

- Administration Office
- Y Transit Center
- Stateline Transit Center
- Corp Yard

The Fleet & Facilities Manager plans, directs, and supervises the activities and operations of assigned staff, including contractors. Inspects buildings, equipment, utility systems and facilities to determine needed repairs and maintenance and ensure they are kept clean and in presentable condition. Consults with District staff, management and outside contractors to coordinate, prioritize and schedule work. Analyzes, investigates, and responds to issues and concerns; ensures contractor compliance with service requirements. Develops and prepares work schedules, reviews maintenance reports and work orders to determine materials, labor and time requirements; prioritizes and coordinates duties and assignments to ensure effective work flow. Establishes and monitors work policies, procedures and standards; trains assigned staff accordingly; executes corrective disciplinary actions as required. Prepares and maintains records, logs, and reports related to activities, inventory, MSDS documentation, work requests, accident and safety issues. Operates a variety of office equipment, including computers and associated software. Prepares budget estimates and makes recommendations. Manages multiple projects/deliverables with short, targeted completion dates. Oversees contractor's work, evaluating performance against contractual requirements.

POSITION SPECIFIC RESPONSIBILITIES:

- Plan, control, maintain and administer the activities of the department, bus fleet, district vehicles, facilities and building systems to achieve the District's goals and objectives.
- Supervise department staff, including supervisors and lead personnel, of approximately 8 to 10. Interview, hire, orient and train employees.
- 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, facilities, and bus repairs, review, update, and modify preventive and predictive maintenance programs to fit current maintenance trends, and analyze maintenance department performance data to implement methods of increasing efficiency and reducing costs.

ADDITIONAL REQUIREMENTS:

- Knowledge of the operation and maintenance of a variety of types of equipment, tools, and machinery used on assigned work projects.
- Ability to assess and identify maintenance technicians' skills in order to manage work flow for appropriate levels of abilities.
- Coach, appraise performance, and prepare and complete annual performance evaluations of supervised staff.
- Knowledge of principles of labor relations and collective bargaining; read and interpret provisions of the collective bargaining agreements.
- Ability to address employee 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.
- Ability to 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 staff summaries.
- Prepare and maintain comprehensive reports and documents.
- Ability to develop budgets and control expenditures.
- Good judgment and creative problem solving skills.
- Establish and maintain good working relationships with employees and the general public with courtesy, diplomacy and tact.
- Able to comply with random drug testing provisions for safety-sensitive classifications as required by the Department of Transportation (49 CFR 655).

ABILITIES:

- Planning, directing and scheduling the activities and operations of staff.
- Evaluating the effectiveness of maintenance and repair efforts.
- Estimating time and material needs for maintenance and custodial projects.
- Gathering and compiling information; preparing accurate reports.
- Use of hand and power tools.
- Making accurate mathematical calculations.
- Operating office equipment, including computers and associated software.
- Providing services based upon prescribed policies and procedures.
- Maintaining attention to detail and accuracy while meeting critical deadlines.

- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective work relationships with staff, coworkers and the public.

KNOWLEDGE:

- Materials, methods, practices and equipment used in facilities maintenance and repair.
- Applicable codes, laws, rules, regulations and policies.
- Methods of organizing, scheduling and prioritizing workloads.
- Methods, techniques, materials, tools and equipment utilized in facilities cleaning and maintenance.
- Preparation of effective written informational and educational materials.
- Correct English usage including spelling, grammar, punctuation and vocabulary.
- Techniques for dealing effectively with co-workers and the public, in person, via email, and over the telephone.
- Principles and practices of staff supervision and training.

REQUIREMENTS:

- Seven (7) years of increasingly responsible experience in fleet maintenance operations in a public transit environment that includes five (5) years of supervisory or management level maintenance experience.
- Bachelor's Degree in a directly related field or a combination of training and certifications to demonstrate equivalency. Certification as Fleet Manager and/or Facilities Manager is highly desired.
- Possession of, or ability to obtain, a class B driver license including air brake and passenger endorsement with a good driving record.
- Public transit agency experience is required with California public transit experience preferred.
- Proven knowledge of industry standards pertaining to the maintenance and repair of vehicles, equipment and tools.
- Employment is contingent upon the results of a comprehensive education/experience background investigation, a criminal history record check, and a pre-employment drug test.

ANALYSIS:

High level of analytic ability in highly unusual and exceedingly complex problems. Requires advanced mathematics, statistics and/or modeling.

DECISION MAKING:

Utilizes judgment and common sense in balance with analytical rigor in interpreting general agency guidelines when making decisions. Ability to exercise flexibility in thought-process needs to, at times, suggest to senior management non-standard solutions tailored to specific circumstances.

DEPARTMENT MANAGEMENT:

Requires small department management including planning and budgeting. May have several lower level supervisors.

PROJECT MANAGEMENT:

Manages a large project and/or program with high complexity and controversy, including many complex multi-agency and public relations issues.

COMMUNICATION LEVEL:

Requires ability to influence and motivate via verbal and/or written communication. Makes presentations at large or influential public forums on highly controversial issues. Presentations may involve creation of solutions with negotiations.

WORKING CONDITIONS/PHYSICAL EFFORT:

Physical ability to perform construction, maintenance and related work, including operating computers and office machinery; stamina to sit for extended periods of time; strength to lift and maneuver materials weighing up to 70 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone. Accommodations may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodations.

Work is subject to exposure to fumes, chemicals and solvents.

BENEFITS:

District employees receive vacation and employee medical, dental, vision, life insurance and short term disability. The District contributes 8% of employee compensation into a Social Security replacement plan and 4% of employee compensation into a retirement plan. The employee can contribute voluntarily to a 457(b) deferred compensation plan.

APPLICATION PROCEDURE:

Any qualified person interested in this position should submit their resume and application to DeDe Aspero, Tahoe Transportation District, P. O. Box 499, Zephyr Cove, Nevada 89448 or email to daspero@tahoetransportation.org.