



Coast Transit Authority

We Keep the Gulf Coast Rolling for You!

Director of Maintenance

Job Summary:

- Responsible for managing all aspects of the Maintenance Department. Including but not limited to safety, vehicles, building and grounds, bus stops, construction projects, procurement, recordkeeping, regulatory compliance.
- Responsible for developing and managing a 3 year financial plan and an annual budget of over \$1,700,000.
- This advanced management position coordinates with the Assistant Executive Director and will work closely with a wide range of people, including public officials, consultants and contractors. Responsibility covers a variety of tasks, and must use good independent judgment. This position is on call 24 hours.
- This position handles a great deal of confidential data that must be handled properly and the confidentiality statement will be enforced.

This position is classified as a safety-sensitive position in accordance with FTA guidelines 49 CFR 655.4 and must abide by all FTA/DOT guidelines.

Education : Must have High School Diploma.

Must have strong written and oral communication skills and the ability to work proficiently with computer programs.

Experience: Must have verifiable work references.

Proficient in the use of a PC computer, fleet/facility maintenance software and Microsoft Word and Excel programs.

Minimum of 5 years of experience managing repair and maintenance of light, medium and heavy-duty trucks or buses and facilities.

Minimum of 5 years experience supervising personnel.

Must have a valid Class "B" with a "P" Endorsement MS Commercial Drivers License.

Must have a minimum of 5 years experience developing and managing a budget of \$1,000,000 or more. The position will require the ability to write a 3 financial year plan. .

Must pass the FTA Drug and Alcohol screening test and abide by all drug free work place policies.

- Under the FTA guidelines a physical examination must be reported and passed every two years or sooner as directed by the physician.

- Must not have been convicted of any felony involving weapons, narcotics, theft, bodily injury, threatened injury or fatality.
- Must pass the company Drug and Alcohol screening test, abide by all drug free work place policies and FTA/DOT guidelines.

III. Essential Functions of the job:

- Manage all aspects of fleet and facilities maintenance, in a effective, cost efficient manner.
- Responsible for the first line supervisors and entire staff of the department. It's training programs, policies, procedures, performance reviews, all hiring, disciplinary action and replacement. All documentation that is required and total company compliance pertaining to personnel.
- Write and manage departmental budget of \$1,700,000. Must know and understand capital expenditures, federal grant programs, and general State and Federal purchasing laws. Manage parts inventory in a cost efficient manner.
- Write technical specifications and policies and procedures. Conduct bid processes. Procure services, construction projects, vehicles, and maintenance equipment in accordance with Federal Transit Administration and MS Laws and regulations.
- Responsible for building and grounds maintenance. All repairs, contract work, and security of property, vault, bus stations, bus stops, signs, benches and general company safety within the department.
- Insure compliance with all Departments of Transportation, Occupational Safety and Health Administration, Environmental Protection Agency, MS Dept. of Environmental Quality and Federal Transit Administration regulations.
- Write and maintain a 3 year plan for fleet, buildings and grounds maintenance and improvements. Taking into consideration the capital expense of fleet replacement, short, mid, and long term maintenance of the building and grounds. Estimate company growth in equipment and staffing within the department.
- Manage and analyze data and take appropriate action needed to improve performance of department. Generate and validate monthly reports for analysis of department performance.

Additional Functions of Work Performed:

Perform duties with subordinates on an as needed basis.

Will attend Management Staff Meetings.

Responsible for investigating any accidents or workers compensation claims within the department.

Attend job related seminars/training. Travel may be required.

Must maintain a clean and safe work area.

Apply in Person at 333 Debuys Rd. Gulfport, MS

July 31, 2017 through August 4, 2017 from 9:00 a.m. until 4:00 p.m.

For more information, call 228-896-8080 ext. 206

EEO/AAP