



## **Coast Transit Authority**

*We Keep the Gulf Coast Rolling for You!*

### **Job Title: General Maintenance Class A**

#### **Essential Functions of the job:**

1. Supervise work at all CTA facilities. To include physical inspection on a regular basis. Coordinates with persons performing work & investigation of complaints associated with CTA facilities. Reporting and documentation on all work performed and complaints made.
2. Perform maintenance and repair on an as needed bases to all CTA facilities and bus stops. Investigate all complaints of vandalism and need of repair or maintenance to items mentioned above. Complete documentation on all task performed.
3. Coordinate with CTA Marketing Dept. to assist them in the maintenance of advertising materials for such duties as installation and removal of signs at Bus Stops.
4. Supervise some contract work that is performed at the request of CTA.
5. Assist in the preparation and manage the budget that is part of the work of the position.
6. Responsible for fueling and cleaning the assigned vehicles that is used by General Maintenance Employees.
7. Supervise clean-up of all work areas by General Maintenance Employees.
8. Supervise General Maintenance employees.
9. Manage Environmental Regulatory Compliance Program.
10. Coordinate with Shop Foreman to keep CTA provided vehicle in good working condition.

#### **Education:**

High School Education or G.E.D. required.

#### **Experience:**

Minimum 5 years experience of general maintenance repairs. Proficient in carpentry, plumbing, electrical, air conditioning, outside grounds, knowledge of chemicals, paints, lubricates, etc. Must have the ability to read manuals and directions as needed to perform the task.

Must have a MS Driver's License.

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

#### **APPLY IN PERSON**

September 9, 2019 until September 20, 2019

9:00 A.M. until 4:00 p.m. Monday through Friday

333 Debuys Rd Gulfport, MS 39507

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

EEO/AAP