

MAINTENANCE AND FACILITIES MANAGER

REPORTS TO: GENERAL MANAGER

STATUS: FULL-TIME, FLSA EXEMPT

CLOSING DATE: OPEN UNTIL FILLED

FIRST REVIEW OF APPLICATIONS NOVEMBER 13, 2017

◆ Integrity ◆ Trust ◆ Common Truth ◆ Respect ◆ Compassion ◆

POSITION OVERVIEW

Under the General Manager's direction, this position plans, organizes, manages, controls and evaluates the Maintenance and Facilities Division(s) for GTA; is responsible for the overall management of preventative maintenance, routine servicing and major repairs of all fleet vehicles and GTA facilities; provides direction, guidance and oversight within areas of responsibility for the development, implementation, planning and forecasting of maintenance and facility services, systems, procedures, programs, budget and policies; oversees the security and quality control within area(s) of responsibility; and assures the timely and effective training, leadership, supervision and performance evaluation of departmental personnel. This is a safety sensitive position, subject to Federal Transportation Association (FTA) drug and alcohol testing requirements.

Individual must perform duties and responsibilities in a timely manner with professionalism, organization, minimal supervision, confidentiality and independent judgment. The Maintenance and Facilities Manager is a fundamental member of GTA's management team and is significant in ensuring all programs, procedures and services promote, support and guide GTA's mission, vision, values and culture.

DESIRED QUALIFICATIONS (non-inclusive list)

Knowledge of the maintenance, repair and routine servicing of gasoline and diesel-powered vehicles, including buses, vans and automobiles; repair and maintenance of engines, transmissions, hydraulic systems, brakes, carburetors and fuel injection systems, electrical systems and drive trains; procurement procedures including the preparation of detailed specifications; ability to diagnose maintenance problems and facilitate repairs; five (5) years of increasingly responsible repair and supervisory experience including gasoline and diesel-powered vehicles in a transit-related environment.

MINIMUM QUALIFICATIONS (non-inclusive list)

Leadership, mechanical, technical and construction aptitude is essential; working knowledge of procedures, practices and terminology utilized within transit and/or related area(s) of expertise including applicable federal and state rules and regulation; ability to plan, organize and manage vehicle and facilities maintenance repair functions; ability to maintain cooperative working relationships; ability to maintain and update data in software application, utilize office equipment including computer, phone, fax machine, etc.; train, supervise and evaluate the performance of assigned personnel.

- High School diploma and/or equivalent, with technical training and/or college education in management/leadership, construction management and/or automotive/diesel technology desired but not required.
- Minimum of five (5) years licensed driving experience with no moving violations in the past three (3) years and no involvement in any at-fault accidents within the past five (5) years.
- Must possess or be willing to acquire the following: Class B Washington State Commercial Driver with air brake endorsement, First Aid/Cardio-Pulmonary Resuscitation Certificate, Hazardous Waste Certificate, and Blood Borne Pathogen Training Certificate.
- Acceptable and verifiable performance and work history, with relevant leadership and decision-making skills.
- Current and valid Washington State Driver's License with acceptable driving record.

- Must maintain an acceptable driving record level throughout employment, which will be monitored by periodic reviews of Motor Vehicle driving profile.
- Must be willing and able to attend evening meetings and work varying hours and days of the week, including occasional weekends and holidays dependent on operational needs and have reliable transportation to and from work location(s).
- Position subject to compliance with the Drug Free Workplace Act.

COMPENSTATION AND BENEFITS

- Excellent benefits package available, including medical/dental/vision, long-term disability, basic life insurance, and PERS retirement.
- Annual Salary Range: \$66,976 - \$93,849 DOE/DOQ

HOW TO APPLY

Interested qualified must submit GTA application, letter of interest and resume to Human Resources. Applications available online at: www.gta-ride.com.

Submit Application Materials to: jobs@granttransit.com or via mail to:

Grant Transit Authority
Attn. Human Resources Dept.
PO Box 870
Moses Lake, WA 98837

CLOSING DATE

Materials must be received by Human Resources by November 13, 2017 at 3:00pm for first review. Position open until filled.

Grant Transit Authority is an equal opportunity employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, veterans status, disability status, sexual orientation, or any other basis prohibited by federal, state, or local law. Please let Grant Transit Authority know if you need accommodations in order to participate in the application process.