

> **JOB POSTING DETAILS**

Gary Public Transportation Corporation

POSTING NUMBER: 04282016-3

Full Time/At-Will
FLSA Status: Exempt
EEO Category: 5- Management

POSITION: Maintenance Supervisor
DIVISION: MAINTENANCE
REPORT TO: Maintenance/Facility Director
Salary: \$35,000-45,000 annual

POSTING DURATION: **Open:** April 28, 2016
Close: May 27, 2016

SEND RESUME TO:
GARY PUBLIC TRANSPORTATION CORPORATION
HUMAN RESOURCE DEPARTMENT
100 W. 4TH AVE.
GARY, IN 46402 (OR)

EMAIL:
BGaskin@gptcbus.com

SUMMARY: The primary duty of the Maintenance Supervisor will be the direct supervision of this department on a daily basis. To insure maxim utilization of manpower and equipment in the most economical manner to insure the vehicles are mechanically sound and the infrastructure of the facility are well maintained in a clean and safe condition. Assist in providing technical direction and supervision over technical and administrative support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- ✓ Assist the Maintenance/Facility Director in managing, prioritizing and directing the scheduling and work activities of staff; participates in decision making regarding personnel issues; develops, communicates, and monitors staff adherence to departmental

policies, as well as plans, coordinates and evaluate fleet and facility maintenance services.

- ✓ Works closely with various departments and division to ensure the effective repairs, maintenance and timely availability of vehicles and equipment.
- ✓ Oversees scheduling, repairs and invoicing of GPTC vehicles.
- ✓ Insures that the vehicle maintenance records are properly kept.
- ✓ Initiates special requisitions.
- ✓ Interprets and applies all pertinent provision of the Collective Bargaining Agreements; counsels staff regarding work performance, and participates in the disciplinary process.
- ✓ Initiates and respond to correspondence requested by the General Manager, Board of Directors and Director of Maintenance and businesses.
- ✓ Enforces safety rules and regulations.
- ✓ Assist in analyzing workload, and set priorities and schedules for the operation of the maintenance division.
- ✓ Schedules minor and major engine overhauls. Ensure the Preventative Maintenance (PM) is being preformed.
- ✓ Check and approve all daily work orders to ensure quality of work, completion of reports, and evaluate training needs of staff.
- ✓ Must posses excellent computer skills and be capable of using current software programs used to diagnosis vehicles and create reports.
- ✓ Performs periodic inspection tours of the maintenance facilities to ensure safety and compliance with OSHA rules and regulations.
- ✓ Monitors work procedures and performance; answers questions; and advises and instructs, as necessary.
- ✓ Maintains computerized records of bus repairs, engine mileage accumulated, tire life, and overhaul status.
- ✓ Completes records of buses out late and road calls explaining reason for each occurrence.
- ✓ Analyzes computerized reports of fuel and oil consumptions.
- ✓ Review daily time cards for staff members.

MINIMUM JOB QUALIFICATION:

Ability to make accurate and quick decisions.

Knowledge of State and Federal rules and requirements of Transit vehicles. Knowledge of preventative maintenance procedures and record keeping. Knowledge of competitive bidding, purchasing of parts and supplies and control of same. Knowledge of inventory control.

Ability to maintain confidentiality.

Ability to receive and follow direction and give direction and lead others. Ability to oversee supervision, scheduling and coordination of a multi-shift operation. Ability to work as a team member and under pressure.

Ability to communicate either verbally or in writing to individuals or groups.

Ability to make accurate and quick decisions,

PHYSICAL DEMANDS:

The physical demands of this position are representatives of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee, occasionally works near moving mechanical parts and in outside weather conditions, fumes or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate.

Gary Public Transportation Corp., is an equal opportunity employer, committed to the hiring, advancement and fair treatment of individuals without regard to race, color, religion, sex, sexual preference, age, national origin, ethnicity, disability or veteran status, or any other protected status designated by federal, state or local law.