



<b>Job Title</b>	Maintenance Coordinator
<b>Reports To</b>	Director of Maintenance
<b>Salary</b>	TBD
<b>Closing Date</b>	Until Filled

### **Job Purpose**

The primary duties of the Maintenance Supervisor are to assist with the management of the Maintenance Department under the direction of the Director of Maintenance.

### **Duties and Responsibilities**

- Act as first-line supervisor to employees within Maintenance Department
- Responsible for weekly safety training for maintenance staff
- Works with Director regarding major repairs, replacement, and accidents work).
- Works with Director on petroleum analysis program as well as checks daily petroleum usage.
- Makes daily security check around building and grounds.
- Maintains necessary records or forms on work performed
- Diagnoses engine, transmission, running gear, suspension and brakes
- Train lower level mechanics in performing more complex maintenance and repair activities
- Tests maintenance and repair work to insure satisfactory results
- Provides maintenance of operations facility
- Account for all materials used in accordance with the work order system
- Assists Streets Division with snow removal activities
- Initiate and oversee contractual work pertaining to the GPTC Operation's Facility
- Ensure the facility is compliant with American with Disability (ADA) Act
- Relay information, condition of equipment, and concerns to Director of Maintenance
- Ensure all monthly and annual inspections are performed on facility equipment
- Input vehicle maintenance work orders into CFA system
- Signs mechanics work orders and checks parts and materials
- Makes out daily work order sheet(s)
- Cleaners will report for any safety issues, work concerns, and/or additional instructions
- Janitorial issues or cleanups
- Bus switch-outs between the hours of 10 am and 6 pm, Tuesday-Friday
- Completes daily road failure sheet(s)
- Handles all incoming road calls
- Handles any dispatching problems
- Directly overseeing the Parts department
- Act as Director of Maintenance in their absence

### **Working Conditions**

Gary Public Transportation Corporation 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.

Work inside garage, dust and loud noise possible.

## **Physical Requirements**

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.

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Human Resources