Capital Area Transit System

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| DEPARTMENT: | Maintenance |
| POSITION: | Maintenance Supervisor |
| OPENING DATE: | May 21, 2020 |
| CLOSING DATE: | June 5, 2020 |
| RECRUITMENT TYPE: | Internal/External |
| DESCRIPTION: N/A  FLSA STATUS: Exempt  WORK SCHEDULE: Varies  Location: 2250 Florida Blvd.  How to Apply: Submit an internal application to the front desk or through the CATS website www.brcats.com/careers.  Applicants for this position should submit:  1) A cover letter  2) Resume (include date(s) of employment and date(s) educational degree was obtained) 3) Names and contact information of three work-related references to:    Human Resources  HR Fax: 225.346.3249  HR Email: catscareers@brcats.com | |

Summary

The Maintenance Supervisor, under the direction of the Maintenance Director, will oversee and manage all aspects of maintenance in the shop. He/she is responsible for the continuous improvement of an efficient, effective and safe transportation system. He/ she will work with the Maintenance Director and all employees of CATS to improve service quality, reduce costs, increase employee productivity, and increase revenue and ridership.

Essential Duties and Responsibilities

* **Assist in reviewing, interviewing, and evaluating employees for the purpose of building a qualified and effective Maintenance department.**
* **Assists maintenance staff in performing maintenance, repairs, renovations, and operations of busses to ensure the safety and dependability of maintenance vehicles.**
* **Assists with the duties and responsibilities of maintenance director in his/her absence for the purpose of providing seamless maintenance operations.**
* **Diagnoses malfunctions and determines repairs, service, and/or maintenance requirements of equipment.**
* **Repairs body and fender work as required.**
* **Monitors subordinates work performance and provides direction and support to maintenance staff as necessary.**
* **Participates in the daily coordination of work performed by the maintenance staff.**
* **All other duties designated by the Maintenance Director.**

KNOWLEDGE REQUIREMENTS:

Knowledge of working with working heavy duty diesel equipment repair and maintenance, experience with developing maintenance schedules for agency fleet, ability to handle personnel issues as well as develop work schedules and administer discipline for Maintenance department staff, ability to provide accurate and timely reports and develop performance management objectives for Maintenance staff.

*Qualifications:*

A high school diploma and/or equivalent with five (5) years’ experience preferably in a vehicle maintenance supervisory environment working with electric, diesel and gasoline engines is required.

Candidate should possess an Associate’s Degree in automotive technology, auto mechanics, or diesel mechanic and/or completion of a formal post-secondary technical training program in automobile or heavy equipment-related repair (of at least 30 credit hours and one school year in duration). Also, candidate should possess an ASE Certified Master Technician certification,

Selected candidate must have and be in a position to secure a valid Class B, Louisiana Commercial Driving License, with No Air Brake Restrictions and the Passenger endorsement.

Applicant must be exceptionally dedicated, dependable, and punctual; with a strong work ethic and the ability to work independently and as part of a team.

Proof of a safe driving record provided by the State of Louisiana and/or State of residency is required.

Please submit a cover letter and resume to: [catscareers@brcats.com](mailto:catscareers@brcats.com). Submittal must be received no later than Friday, June 5, 2020.

CAPITAL AREA TRANSIT SYSTEM (CATS) IS AN EQUAL EMPOLYMENT OPPORTUNITY EMPLOYER. CATS DOES NOT DISCRIMINATE AGAINST ANY APPLICANT OR EMPLOYEE ON THE BASIS OF RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER CONSIDERATION MADE UNLAWFUL BY APPLICABLE FEDERAL, STATE OR LOCAL LAWS.