

## Capital Area Transit System

<b>DEPARTMENT:</b>	<b>Operations</b>
<b>POSITION:</b>	<b>Director of Maintenance</b>
<b>OPENING DATE:</b>	<b>July 16, 2021</b>
<b>CLOSING DATE:</b>	<b>July 30, 2021</b>
<b>RECRUITMENT TYPE:</b>	<b>Internal/External</b>

### Director of Maintenance

#### Summary/Objective

The Director of Maintenance is responsible for supervising the maintenance parts and repair operation of the CATS bus fleet and other vehicles so that the fleet will be kept in a state of operating excellence so that vehicles present no problems or interruptions to the defined service. The incumbent will also be responsible for complex administrative and planning duties associated with the maintenance of all CATS vehicles.

#### Essential Functions

- Must be able to respond in a timely manner to the CEO and the Director of Bus Operations requests
- Must be able to work easily with the Director of Bus Operations and other staff as required
- Must be able to develop and bring ideas to the CEO in order to take the organization to another level
- Ability to lead a team of technical, mechanical staff in daily and weekly work activities,

- Handle all contractual services to include administrative functions, operating information systems, parts purchasing, bus procurement, bus inspections, facilities, and inventory control
- Ensure that services are provided within budget and action plans to developed and implement to improve operational efficiency and effectiveness
- Analyze monthly financial and maintenance budgets and forecast control
- Manage fleet status and pull out on a daily basis
- Develop a five (5) year capital plan for vehicle and facilities (capital and non-capital equipment)
- Work with the Maintenance Equipment Administrator/Coordinator to document all maintenance data and activities
- Assist the CEO and other staff in preparation for the FTA required Triennial Reviews
- Assessing personal resource needs, problems, trends and plans as required
- Develop action plans to ensure customer retention
- Assure a safe working environment
- Be able to problem solve immediately when emergencies occur or as needed
- Provide and promote effective communication with customers and vendors
- Provide leadership and guidance to bring solutions to questions asked by the CEO and the Director of Bus Operations

- Be able to provide assistance to the Manager of Training and work with the Baton Rouge Community College (BRCC) to develop a Green Apprentice Training Program within six months of hire
- Establish training goals and requirements for personnel
- Be available to have staff or yourself available 24/7 days per week to respond to CATS emergency needs and requirements
- Ensure compliance to all company procedures and policies as well as local, state, and federal laws and regulations (EPA, OSHA, ADA, FTA and EEOC requirements).

Perform other duties associated with the position of The Director of Maintenance at CATS

#### **Qualifications/Skills/Knowledge**

- High School, technical school, Associate/Bachelor's Degree preferred
- Five (5) plus years hands on fleet experience with transit or automotive company
- Auto, truck or fleet experience required
- Experience with hiring technicians, mechanics, and mechanic certifications
- Experience with financial budgets
- Computer literate with good working knowledge of Microsoft Word and Excel.
- Must possess a valid Louisiana Commercial Driver's License.
- Knowledge of the methods of operation of all facets of the Maintenance department.

- Knowledge of the basic laws, ordinances and regulations within the transit system, including ADA compliance.
- Knowledge and experience working in heavy diesel equipment repair and maintenance, ability to supervise front line union employees, experience with inventory management
- Excellent communication and time management skills.
- Excellent organizational and public relations skills
- Ability to negotiate with staff, customers, and vendors/suppliers
- Be familiar with Apprentice Training Programs

Please submit a cover letter and resume to: [ishelton@brcats.com](mailto:ishelton@brcats.com). Submittal must be received no later than Friday, July 30, 2021.

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