

Capital Area Transit System

DEPARTMENT:	Maintenance
POSITION:	Maintenance Equipment Records Coordinator
OPENING DATE:	July 16, 2021
CLOSING DATE:	July 30, 2021
RECRUITMENT TYPE:	Internal/External

Maintenance Equipment Records Coordinator

Summary/Objective

The Maintenance Equipment Records Coordinator is a multi-functional position providing support to the maintenance and operations departments within the Capital Area Transit System. Responsibilities include, but are not limited fare box reporting, revenue ridership updates, odometer and trip sheet updates, typing weekly purchase orders, payroll computation for various departments, and assisting with numerous federal reports. May act as a member of the FTA Triennial review team.

Essential Functions

- Document and update vehicle rolling stock information (Fixed Fleet and Paratransit, Support Vehicles)
- Manage fleet data and five-year capital plan
- Track shop facility equipment-capital and non-capital
- Track maintenance performance Indicators

- Assist with maintenance budget
- Assist with maintenance purchasing requisitions
- Assist with releasing daily and weekly maintenance productivity reports
- Other duties as assigned or apparent

Qualifications/Skills/Knowledge

- High School, technical school, Associate/Bachelor's Degree preferred
- Knowledge of transit system operations
- Knowledge of general office organization and proficiency in the operation of all office equipment
- Knowledge of federal and state reporting requirements as it relates to transportation operations and maintenance, ability to interact with vendors, staff, and the public.
- Excellent organizational and public relations skills
- Ability to negotiate with staff, customers, and vendors/suppliers
- Be familiar with Apprenticeship Training Programs

Please submit a cover letter and resume to: lshelton@brcats.com. Submittal must be received no later than Friday, July 30, 2021.

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