Capital Area Transit System

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| POSITION: | Maintenance Coordinator |
| OPENING DATE: | Friday, August 5, 2022 |
| CLOSING DATE: | Friday, August 19, 2022 |
| RECRUITMENT TYPE: | Internal/External |

MAINTENANCE COORDINATOR

Position Overview

# The Maintenance 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.

* Process all purchase order information for processing.
* Document and share the road call report with required personnel.
* Submit tire mileage and tire replacement with required personnel.
* Prepare statistical data for various reporting platforms.
* Complete work orders daily as mechanic complete them.
* Track miles daily to report at the end of the month.
* Update Inspection/PMI daily as they are completed by mechanic.
* Other duties as assigned or apparent.
* Collect Fuel Sheet and keep records of all reports.

*KNOWLEDGE*

* 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.

*SKILLS*

* Excellent organizational and public relations skills

# Ability to work independently

*EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS*

Minimum Qualifications: High school diploma or equivalent and five years of experience in transit operations, experience working with numbers, statistics and management of data, experience in managing timelines and assisting with state and federal reporting. Preferred Qualifications: Bachelor’s degree in Business or related field and two years’ experience in data collection and analysis.

Please submit a cover letter and resume to: [lshelton@brcats.com](mailto:lshelton@brcats.com). Submittal must be received no later than Friday, August 19, 2022.

Capital Area Transit System (CATS) is an Equal Employment 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.