



## Director of Maintenance

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #
696	Exempt	Exec-Senior Level Official-Manager	Non-Represented	14	REV 8-14	1117

**DEFINITION:** Under administrative direction; manages, plans, and organizes the activities of a large function within the District's maintenance operations; and provides technical direction and supervision over assigned managerial, professional, supervisory, technical, and administrative support staff.

**REPRESENTATIVE FUNCTIONS** may include, but are not limited to the following:

- Manages, plans, coordinates, and evaluates the District's vehicle and/or facility maintenance service program.
- Works closely with department and division level managers in Maintenance and Transportation to ensure the effective repair, maintenance, and timely availability of vehicles and equipment for use by District personnel.
- Develops and implements maintenance service goals, objectives, policies, procedures, and work plans.
- Develops and presents written and oral reports and analyses on a wide variety of highly complex maintenance services issues to a wide variety of audiences.
- Manages complex statistical and data analysis projects, oversees the maintenance of records systems and databases for maintenance tracking and research purposes, and administers complex programs and assigned special projects.
- Participates in various labor/management committees and projects, and participates in problem solving, grievance resolution, and other related labor relations activities.
- Participates in recommending the appointment of staff; provides or coordinates staff training, works with employees to correct deficiencies, implements discipline procedures, and recommends employee terminations.
- Provides technical direction to managerial, professional, and technical staff in carrying out maintenance functions.

Prepares and administers the budget of the Maintenance Department.

- Travels to work sites and locations within or outside the District to oversee programs and functions.
- Develops, implements, and administers a variety of special projects and provides staff assistance to an Operations Director or Chief Operating Officer.
- Performs related duties, as required.



## Director of Maintenance

### **MINIMUM QUALIFICATIONS:**

**Knowledge of:** Principles, policies and practices of vehicle and facility maintenance programs; theory of mechanical engineering, diesel engine operation and maintenance, preventive maintenance inspection and servicing, and facility maintenance and repair; apprentice mechanic programs; principles and practices of mathematical and basic statistical modeling; budget and capital planning administration; supervision, training, employee and organizational development, leadership, team building, motivation and conflict resolution; business report writing; pertinent local, state and federal laws, rules and regulations; industrial safety rules; production and quality control procedures and methods; modern office systems and database and spreadsheet software.

**Ability To:** Supervise and direct the work of managerial, professional, technical, and clerical staff responsible for a large and complex maintenance program; effectively train and evaluate staff; prepare and administer a department budget; apply collaborative work strategies and gain the cooperation of employees; analyze technical issues, problems and report and develop alternative solutions; prepare and/or analyze and evaluate comprehensive written reports with recommendations; make effective oral presentations to a variety of audiences; and establish and maintain positive working relationships with District personnel, union representatives, and members of the public using principles of excellent customer service.

**Education/Training:** Equivalent to a Bachelor's Degree from an accredited four-year college or university in mechanical engineering, facilities engineering, transportation planning, public administration, business administration or a directly related field.

**Experience:** Eight (8) years of increasingly responsible experience in fleet maintenance operations in a transit environment that included three (3) years of supervisory or management level maintenance experience.

**Physical Requirements:** Must maintain the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; (2) possess physical mobility in order to transport oneself expeditiously within and between large District facilities.

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