

## **DIRECTOR OF TRANSIT MAINTENANCE**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for overseeing the maintenance and repair of the Broome County Transit System coaches, tools and equipment, buildings and grounds. This employee is also responsible for seeing that the coaches are maintained in clean, operable condition and for acting as the day maintenance supervisor to assure that maintenance and repair tasks are being properly performed. The incumbent is not responsible for the supervision or direction of the Coach Operators or other operations division staff. Work is performed under the general direction of the Commissioner of Public Transportation, with considerable leeway permitted in the use of independent judgment. Supervision is exercised over the maintenance staff of the department. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Develops, schedules, and manages a preventive maintenance program designed to retain the transit coaches, equipment and facilities in safe operating condition;

Oversees the maintenance staff in the activities and tasks to be performed and answers their questions concerning work procedures;

Observes the work of the maintenance staff in progress and upon completion to ensure adherence to instructions, guidelines and schedules;

Participates in the selection and training of all employees involved in the maintenance, repair and servicing of transit equipment;

Prepares cost estimates, including budget requests, for maintenance projects and programs;

Determines work priorities and assigns projects to staff;

Plans, develops and is responsible for the maintenance and repair of all department buildings, grounds, bus stop signs and shelters;

Ensures adherence to prescribed work schedules and recommends proper staffing requirements for all maintenance needs;

Reviews the necessity for, and recommends the purchasing of, coaches and maintenance services;

Writes specifications for the purchase of coaches and other equipment necessary for the maintenance and operation of the transit service;

Develops and recommends to the Commissioner standards for the adequate maintenance of equipment and facilities;

Acts as the first step in union grievances involving maintenance employees;

Prepares the Maintenance Division budget and justifications, for submission to the Commissioner or designee;

Arranges for necessary major repair work on transit equipment and oversees repairs and maintenance performed in-house;

Directs the repair of coach and other automotive equipment breakdowns on the road when necessary.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of automotive, bus and heavy equipment repair methods and the terminology and tools of the trade;  
Thorough knowledge of safety and preventive maintenance procedures, especially those related to diesel, hybrid electric, electric and/or fuel cell coaches;  
Good knowledge of the Federal Transit Administration and New York State Department of Transportation rules, regulations, and guidelines for public transportation;  
Good knowledge of the operation, maintenance and repair of transportation equipment;  
Working knowledge of the techniques of writing specifications for the purchase of transportation, maintenance (such as repair parts and upholstery) and equipment;  
Ability to oversee construction and maintenance projects, including working with internal departments and external contractors;  
Ability to plan and direct the work of others effectively;  
Ability to understand, inspect and remedy defects in the maintenance of transit coaches, equipment and facilities;  
Ability to maintain harmony in working relationships among subordinates;  
Ability to apply critical attitude in the inspection and evaluation of work completed and in progress;  
Ability to prepare preliminary budget estimates and specifications for new equipment;  
Ability to develop an effective inventory and parts control system;  
Ability to communicate, understand and execute oral and written directions;  
Ability to operate a transit coach;  
Mechanical aptitude;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Five years of fleet maintenance experience, two years of which must have been in a supervisory position.

NOTE: Education beyond high school in the field of Automotive Technology or a closely related field may be substituted for the required non-supervisory experience on a year-for-year basis up to a maximum of two years.

SPECIAL REQUIREMENT: Possession of an appropriate New York State Operator's license at the time of appointment.