

Manager of Maintenance and Service

Port Authority is seeking a Manager of Maintenance and Service to manage, coordinate, and monitor all fleet maintenance service delivery and administration activities to ensure safe and reliable fleet operations within the operating location service area. Oversee, coordinate and monitor programs designed to improve processes and systems within Transit Operations.

Essential Functions:

- Coordinates and supervises allocation of resources for all maintenance activities. Monitors expenses against budgeted amounts. Communicates all relevant maintenance information to the Deputy Chief Operations Officer - Maintenance.
- Oversees and implements standardized administration programs and maintenance activities procedures at assigned location; coordinates with other Managers of Maintenance and Service in the development of service goals and maintenance performance standards and works toward meeting such standards in support of the Port Authority's goals, objectives, and mission.
- Responsible for all aspects of service maintenance, mechanical maintenance and repair, fleet interior and exterior cleaning, assignment of fleet to routes, and maintenance of auxiliary head signs.
- Coordinates and supervises daily activities of maintenance, mechanical maintenance and repair, fleet interior and exterior cleaning, assignment of fleet to routes, and maintenance of auxiliary head signs.

Job requirements include:

- High School Diploma or GED.
- Associate Degree in Transportation, Business, Vehicle Maintenance or directly related field from an accredited school. Related experience may be substituted for the education on a year-for-year basis.
- Minimum of three (3) years maintenance supervisory/management experience.
- Minimum of four (4) years of progressively responsible experience in the area of vehicle maintenance or related field.
- Demonstrated ability in the use of Windows.
- Valid Commercial Driver's License (Class B, with a P endorsement).
- Effective and professional communication skills.

Preferred attributes:

- BA/BS Degree in Business or directly related field from an accredited school.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (with salary requirements) and resume to:

Robyn Taylor
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EOE