

Assistant Manager of Maintenance & Service

Port Authority is seeking a Assistant Manager of Maintenance & Service to work on off shifts to assist in managing, coordinating and monitoring fleet maintenance, service delivery and administration activities to ensure safe and reliable fleet operations. To assist with the development and implementation of maintenance work standards. To coordinate programs designed to improve processes and systems within transit operations.

Essential Functions:

- May maintain a revenue service vehicle or equipment used in revenue service.
- Supervises and coordinates the daily activities of supervisors and administrative support employees involved in maintaining, repairing and servicing the fleet. Supervises and coordinates the daily activities of employees involved with fleet maintenance and repair, fleet interior and exterior cleaning, assignment of fleet to routes, and maintenance of auxiliary headsigns.
- Assists in implementing and monitoring standardized administrative programs and maintenance activities and procedures. Works with Manager of Maintenance & Service to develop and implement service goals and maintenance performance standards in support of Port Authority's goals, objectives and mission.

Job requirements include:

- High School Diploma or GED.
- Associate degree in Transportation, Business, Vehicle Maintenance or directly related field from an accredited school. Fleet maintenance experience may be substituted for education on a year-for-year basis.
- Minimum of two (2) years supervisory experience.
- Minimum of three (3) years of increasingly responsible vehicle maintenance experience.
- Demonstrated ability in the use of Windows.
- Effective and professional communication skills.
- Ability to work all shifts as assigned by the Manager of Maintenance and Service.
- Valid PA Driver's License.

Preferred attributes:

- BA/BS Degree in Business or related field from an accredited school.
- Valid Commercial Driver's License (Class B), with P endorsement.
- Experience in statistical process control.
- Participative leadership style.
- Demonstrated ability in the use of Microsoft Word and Access.



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

Danielle Jacobson
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EOE