

## Vehicle Project Coordinator

Port Authority is seeking a Vehicle Project Coordinator to be responsible for development and management of programs and projects required to procure revenue vehicles required by Port Authority to provide service for current and future operational needs. This position also works closely with the Bus Maintenance Support Department on technical related issues and maintenance incidents for investigation and engineering support.

### Essential Functions:

- Develops and manages programs for the procurement of the number and types of vehicles needed by the Operations Division to meet service demands. This will include preparation of complete specifications with special and general conditions and technical and schedule requirement. Specification technical requirements are to be developed in conjunction with the Manager of Vehicle Projects and the Manager of Bus Maintenance and other departments, as required.
- Reviews and evaluates manufacturers' requests for changes. Prepares recommendations regarding approval or disapproval for review of executive management in accordance with established Port Authority and department administrative procedures. Prepares contract change orders as required. Reviews and recommends for payment, invoices received from the manufacturer.
- Investigates maintenance incidents, such as accidents, fires, or other unforeseen failures to determine and report upon cause and corrective action needed.

### Job requirements include:

- BS in Mechanical, Electrical, Civil, Automotive, or related Engineering or Technology fields from an accredited school. Demonstrated experience may be substituted for education on a year-for-year basis.
- Minimum of two (2) years in either a management or a senior role position in charge of work or service delegation.
- Minimum of eight (7) years of accumulative experience in the fields of specification creation/editing, as well as manufacturing and maintenance of vehicle equipment (preferably transit vehicle equipment).
- Demonstrated ability in the use of Windows, Microsoft Word, and Excel.
- Professional and effective communication skills.
- Ability to function as a team player and work harmoniously with other people.
- Valid PA driver's license.

### Preferred attributes:

- Four (4) years supervisory/management experience in bus and/or transit vehicle maintenance.



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

Chase Morack  
Employment Department  
345 Sixth Avenue, 3<sup>rd</sup> Floor  
Pittsburgh, PA 15222-2527  
[CMorack@portauthority.org](mailto:CMorack@portauthority.org)  
EOE