

## Assistant Manager of the Main Shop

Pittsburgh Regional Transit is seeking an Assistant Manager of the Main Shop to be responsible for assisting the Manager of the Main Shop of Pittsburgh Regional Transit (PRT) in planning, directing and coordinating all transmission, engine component rebuild, body and paint repair programs, vehicle overhaul, activities and work functions for PRT's bus fleet.

### Essential Functions:

- Supervises and coordinates work assignments for engine, VOH, component rebuild and body and paint repair functions performed at Manchester Shop, including overtime work scheduled.
- Coordinates parts, materials, and supplies purchased with Shop Section Supervisors and Procurement personnel.
- Assists in implementing and monitoring standardized administrative programs and maintenance activities and procedures. Works with the Manager of the Main Shop to implement goals and maintenance performance standards in support of PRT's goals, objectives and mission.
- Prepares and analyzes maintenance performance indicators to identify deficiencies; make recommendations to improve workflow and labor utilization. Evaluate delays and organizational structure to determine and improve deficiencies.

### Job requirements include:

- High School Diploma or GED.
- Associate degree in Transportation, Business Administration, Vehicle Maintenance or technical field in a related area from an accredited school. Directly related experience may be substituted for the education on a year-for-year basis.
- Minimum of two (2) years supervisory experience.
- Valid Commercial Driver's License (Class B, with a P endorsement)
- Team player focused on achieving well-defined program goals and objectives.
- Professional and effective communication skills.
- Demonstrated ability in the use of Windows.



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

Taylor McBride  
Employment Department  
345 Sixth Avenue, 3<sup>rd</sup> Floor  
Pittsburgh, PA 15222-2527  
[TMcBride@RidePRT.org](mailto:TMcBride@RidePRT.org)  
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