

Fleet Maintenance Coordinator

Pittsburgh Regional Transit is seeking a Fleet Maintenance Coordinator to coordinate all support level maintenance and overall maintenance management for Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT)'s revenue vehicle bus fleet under the general directions of the Manager of Bus Maintenance Support.

Essential Functions:

- Directly coordinates and oversees all support level maintenance for fleet maintenance activities completed outside the bus divisions, and all general overall maintenance management activities in support of service delivery.
- Provides technical aid/support and advice to managers, supervisors and employees in the field. Meets with division maintenance managers, supervisors, maintenance training coordinators and employees on a regular basis to address fleet maintenance issues or problems.
- Analyze bus mechanical failures and associated data. Recommend best course of action to remedy the current problem and avoid future issues, writing technical bulletins as needed. This includes mechanical failures as well as post incident investigations such as bus fires and accidents.
- Works closely with the Director of Main Shop, Maintenance Support and Training and all vendors and/or component manufacturers for all support maintenance at their respective shops. Instructs division maintenance personnel to move buses to all support maintenance locations accordingly.

Job requirements include:

- High School Diploma or GED.
- Two-year Technical Degree or Associate Degree in Business or 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' of maintenance experience with bus fleets and/or heavy automotive vehicles.
- Valid Commercial Driver's License, Class B with Passenger Endorsement and Air Brake Restriction removed or must possess a valid driver's license and acquire a Commercial Driver's License as described above within 90 days of appointment to the position.
- Demonstrated ability in the use of Windows.
- Effective and professional communication skills.
- Customer-focused, well organized and results-oriented.
- This is a Safety-Sensitive position subject to all testing provisions under the Drug and Alcohol Policy, including random drug and alcohol testing. The person selected for this position may be required to be tested prior to being awarded the job.

Preferred attributes:

- BA/BS Degree in Business or directly related field from an accredited school.
- Experience in managing maintenance of bus fleets or other fleets of heavy automotive vehicles and equipment.



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

Taylor McBride
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Pittsburgh, PA 15222-2527
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EOE