



## **Maintenance Supervisor I:**

The Maintenance Supervisor I is a working mechanic that serves as shop foreman by coordinating daily shop activities and assigning repair work orders. The candidate is responsible for overseeing employee productivity, directing the shop work assignments for scheduled and unscheduled repairs, assisting in managing the ongoing vehicle maintenance program, and performing maintenance repairs as needed.

### **Responsibilities include (but not limited to):**

- Supervising employees on shop floor; assigning work orders to ensure safe and reliable vehicle repairs.
- Performing daily work order entries into the computerized maintenance management system; and monitoring employee labor hours and vehicle parts entries.
- Diagnosing and troubleshooting mechanical or electrical problems and performs corrective repairs and maintenance on all fleet vehicles.
- Coordinating with appropriate supervisory and operations staff to ensure that road calls are properly handled; overseeing road call operations and requesting wrecker service as needed.
- Maintaining timely work flow of repairs and services.
- Assisting mechanics with diagnosing complex vehicle repairs, electronics troubleshooting, OEM campaigns and other related repairs.
- Communicating effectively with Parts and Inventory staff to order parts, supplies, materials, and services in accordance with established policies and procedures.
- Maintaining high level technical knowledge in repairs and services of all revenue vehicles.
- Monitoring employees' equipment inspection activities to ensure shop equipment is properly inspected and is safe for daily use.
- Monitoring shop floor supplies and special tools equipment; providing accurate account of equipment before shift change.
- Enforcing work rules, safety and good housekeeping standards.
- Adjusting daily work schedule as needed to handle workload changes.
- Opening and closing maintenance shop as needed.
- Performing other duties as assigned.

**This is a 2<sup>nd</sup> shift position. Hours are 3:30 pm-12:00 am, Monday-Friday.**

Position requires an Associate's degree and 2-5 years of Shop Foreman experience or five years of applied experience in bus maintenance with heavy diesel vehicles. A degree or certificate from an accredited Automotive Technology institution or equivalent experience and ASE certifications in bus transit T1-T8 preferred strongly preferred. Must have strong knowledge of methods, techniques, parts, tools and material used in the maintenance and repair of vehicles including testing, diagnosis HVAC service, hydraulics, brakes, testing and repair of electronic systems and modules. Ideal candidate will have the ability to establish and maintain cooperative working relationships with employees, supervisors and manager.

Proficiency with computers and a wide variety of tools and equipment required to perform the duties of the position. Must be able to report to work during Adverse Weather and emergency situations and available and willing to work occasional weekends, holidays, off hour's shifts and occasional emergency overtime. Position requires candidate to have a good driving record and to have or be able to obtain a class B Commercial Driver's License with a Passenger endorsement. Must be able to meet the Department of Transportation's physical requirements and maintain a valid DOT card. Salary Range is \$40,622-75,956 and a comprehensive benefits package is offered.

Qualified candidates can email cover letter and resume to: [jobs@gotriangle.org](mailto:jobs@gotriangle.org) or mail to: GoTriangle, PO Box 13787, RTP, NC 27709.