



Transit & Fleet & Facility Manager

Please look at what you can expect to earn as a **Transit & Fleet Facility Manager** during your first year as a full time Employee with Washington County Government:

- Sixty (60) Hours Personal Time
- Eighty (80) Paid Vacation Hours
- Fourteen (14) Paid Holidays
- One Hundred & Twenty (120) Paid Sick Hours
- County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage.
- County Paid Employee Assistance Plan
- County Paid Life Insurance
- County Paid Accidental Death and Dismemberment Insurance
- County Paid Short Term Disability Insurance
- County Paid Long Term Disability Insurance
- Up to \$2,500.00 Annual Tuition Reimbursement Assistance
- County and Employee funded Defined Pension Plan
- Vested in just five (5) years.
- Credit for Prior Active Military Service and Unused Paid Sick Days.
- An Annual Salary of \$62,754 starting..

If our comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, prerequisites, etc. and apply online today.



JOB TITLE:	Transit Fleet & Facility Manager	GRADE	13
DEPARTMENT:	Transit	FLSA STATUS:	Exempt
REPORTS TO:	Transit Director		

GENERAL DEFINITION OF WORK:

Performs intermediate technical and responsible administrative work managing the maintenance and repair of transit vehicles and facilities. Direction is provided by the Director of Transit. Supervision is exercised over shop personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Plans work agenda for shop personnel. Evaluates employees' performance and quality of daily work.
2. Oversees, directs and assists the Fleet Technicians with diagnosis, maintenance and repair of transit vehicles and facilities. Trains staff.
3. Arranges Shop personnel work schedules.
4. Utilizes fleet maintenance software to manage fleet maintenance and repairs, enters work orders, manage parts inventory and run reports.
5. Manages fueling operations. Utilizes fuel management software to track fuel usage. Orders fuel when needed.
6. Maintains equipment, vehicle and vendor files.
7. Performs farebox maintenance and repair.
8. Manages facilities operations and performs maintenance and repairs as necessary. Coordinate vendor inspections and repairs as necessary.
9. Assists with vehicle procurements and specifications.
10. Dispatch vehicles and coordinate maintenance and repairs with operations staff.
11. Completes performance evaluations on Shop personnel. Handles disciplinary action involving Shop employees. Interviews and recommends applicants for hire. Approves and tracks time off for Shop personnel. Investigates and encourages attendance of training opportunities for self and Shop employees.
12. Works within the transit fleet & facilities budget. Invoice processing.
13. Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the principles and practices of equipment repair shop management; thorough knowledge of the characteristics and maintenance needs of fleet vehicles; thorough knowledge of purchasing, inventory, storage and distribution of tools, supplies and equipment; thorough knowledge of the hazards and safety precautions of shop and operation; thorough knowledge of the principles of operation of gasoline and diesel engines and/or of the repair and maintenance characteristics of a variety of vehicles including Multiplex Wiring Systems; thorough knowledge of business practices applicable to garage management and inventory control; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with associates. General knowledge of Federal Motor Carrier Safety Regulations (F. M. C. S. R.),

Federal Transit Administration (FTA) regulations, the Americans with Disabilities Act of 1990 (ADA), and the Maryland Department of Environment (MDE) rules and regulations as related to public transportation; general knowledge of Federal and State Occupational Safety Health Administration (O.S.H.A./M.O.S.H.) and Laws, Rules, Regulations and Standards.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school or Technical Institute and extensive experience in the maintenance and repair of vehicles including supervisory experience. Must be familiar with the operation of current-day diagnostic equipment including the use of laptop computers and vehicle computerized system software programs. Applicable ASE Certifications preferred.

PHYSICAL REQUIREMENTS:

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

SPECIAL REQUIREMENTS:

Possession of or ability to obtain (within 9 months) and maintain a valid CDL Class B driver's license with airbrake and passenger endorsements; (CDL and DOT physical required). This is a safety sensitive position and is subject to Federal Transit Administration substance abuse regulations. Ability to work a flexible work schedule as needed.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

12/2004; 12/2024

Easy Ways to Apply:

Visit our website at <https://www.washco-md.net/jobs/>

or

Complete and email an Application to hrrservice@washco-md.net

or

Apply Online: <https://www.washco-md.net/internal-jobs>

Current County Employees (Internal Candidates) are required to use an Internal Application (including resume) when applying

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:

Wednesday, January 8, 2024 4:00 pm