

Job Title: **Maintenance Facility Manager**

Department: Maintenance – Secaucus, NJ

Reports To: Director Fleet Maintenance, Southern Division

Prepared Date: March 2021

Summary: Directs and coordinates activities of workers engaged in servicing and repairing of transportation equipment by performing the following duties personally or through subordinate supervisors.

Essential Duties and Responsibilities:

- Confers with department heads to arrange for equipment such as motor coaches, automobiles, service vehicles, and any other rolling stock and equipment, to be released from service for inspection, service or repair.
- Establishes policies for inspection, maintenance, and repair of vehicles; schedules repairs; assigns and directs activities of service and repair personnel; and follows up on repairs being made.
- Authorizes and arranges for purchase of supplies, tools, and machinery.
- Consults with officials of operating and servicing divisions on vehicle replacement needs
- Contracts for repair services not performed in shop.
- Investigates and evaluates cause and extent of damage to vehicles involved in accidents.
- Maintain accurate perpetual inventory.
- Train, plan, assign, and direct work; appraise staff, perform discipline as necessary
- Insures that the maintenance facility is in compliance with all OSHA and EPA standards
- Insures that all vehicles and documents are in compliance with state and federal CVSA/FMCSA standards

Supervisory responsibilities:

- Manages all levels of maintenance employees in the repair and maintenance of equipment. Oversees the day to day operations of the maintenance facility. Responsible for the overall direction, coordination, and evaluation of the equipment, work assignments and project schedules. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Competencies

- Experience managing people in a union environment
- Ability to work in an extremely fast paced environment
- High level of planning; proficient in OSHA standards for a garage
- Ability to work independently

Education

- Bachelor's degree plus 5 years experience as a supervisor or manager, or equivalent combination of education and experience

Physical Demands:

- Must be able to stand for long periods of time.
- Must have full use of hands and fingers.
- Must be able to lift a maximum of 50 pounds.
- Vision requires ability to see clearly both distance and close up

Other requirements:

- Must meet satisfactory pre-employment drug screening.
- Must be able to work all hours associated with this position and as required for the location, including weekends and holidays as needed. Weekly travel is required to other maintenance divisions
-

Encouraged but not required:

- Valid CDL License
- Ability/Desire to obtain a CDL License

TO APPLY, PLEASE CONTACT:
Chris Crean
Vice President of Safety & Security
Peter Pan Bus Lines, Inc.
chris@peterpanbus.com