

We're Hiring: Fleet Maintenance Supervisor

**Full-Time Position
Laker Line Operations Center
3rd Shift**

**Salary Range:
\$54,873 - \$65,847**

**Position will be
open until filled.**

For a full list of essential functions, knowledge, skills and abilities, please go to ridetherapid.org

The Rapid is an EEO Employer: Women and Minorities Encouraged to Apply

How to Apply:
Submit your resume and cover letter to recruiting@ridetherapid.org

OR apply online at ridetherapid.org/jobs



Position Summary:

This is a safety-sensitive position that supervises and coordinates activities of the technicians on their assigned shift.

Essential Functions:

- Supervises, trains, and coordinates the work assignments of 4 - 15 employees in the Fleet Maintenance Department.
- Carries out supervisory responsibilities in accordance with Rapid policies and procedures, as well as applicable laws.
- Motivates, mentors, trains, instructs employees involved in the maintenance and repair of fleet vehicles.
- Coordinates the work activities of sub-contractors involved in the maintenance and servicing of vehicles.
- Inspects completed work and road tests vehicles to ensure quality of work performed and conformance to maintenance standards.
- Studies maintenance schedules, estimates work hour requirements for job assignments, schedules work for technicians.
- Provides assistance and guidance to technicians in analyzing and resolving work problems.
- Administers Collective Bargaining Agreement, acts as first line of dispute resolution.
- Coordinates activities with Parts Room to ensure that parts, equipment and tools are requisitioned in a timely manner.
- Perform basic parts room duties such as issue parts, parts receiving and stocking, perform cycle counts, recommend stocking levels, monitor fuels, fluids and janitorial supplies, and related duties as assigned by the Director of Fleet Maintenance.
- Maintains paperwork and computer files as needed for vehicles and equipment.
- Oversee the CNG fueling site, sub-contractors, and operation of the site. Manage the workflow and fueling processes.
- Interacts courteously and professionally with customers, vendors, and fellow employees regarding vehicle repairs and other Maintenance Department business.
- Provides assistance to the Director of Fleet Maintenance in the overall administration of departmental responsibilities, and in other maintenance locations.

Education:

Bachelors Degree (B.A.) from four-year College or appropriate trade school preferred.(Experience as outlined below may replace education).

Experience:

Three to five years of responsible experience in a vehicle maintenance operation and three years experience at a journeyman level in vehicular repair trade in either heavy-duty vehicles and motorized equipment, commercial transit equipment, or any combination thereof. Prior supervisory experience helpful, but not required.