EMPLOYMENT OPPORTUNITY
First consideration June 28, 2021

Maintenance & Facilities Manager
Annual Salary Range: $95,340 - $119,076

We are looking for a qualified and experienced individual to lead and guide our Maintenance and Facilities Departments as we expand services and move towards zero emission technologies. This position is situated in Coupeville, WA on scenic Whidbey Island, just 2 hours north of Seattle and less than 2 hours south of the Canadian border. Island Transit provides public transportation services on Whidbey Island, Camano Island and surrounding areas. Our agency currently employees approximately 115 employees. This position supervises an administrative assistant, a maintenance supervisor, 8 vehicle/parts technicians, a facilities supervisor and 11 facilities maintenance workers. The fleet consists of 150+ vehicles including large buses, medium/light duty cutaways, vanpools vans, and support vehicles. Vehicles are fueled with gas, diesel, bio-diesel, propane, and hybrid-electric with anticipated electric powered vehicles in the near future.

The Maintenance & Facilities Manager serves as part of the senior management team and work is performed with considerable independence.

MINIMUM QUALIFICATIONS
The successful candidate will have an AA degree (or equivalent) with five or more years demonstrated supervisory and program management experience. With current knowledge in vehicle and facilities maintenance, the candidate will preferably have four or more years past experience in the repair and maintenance of various vehicles and equipment, including two years with public transportation vehicles. Knowledge of gasoline, diesel, hybrid, propane and bio-diesel vehicle fuel systems, storage and dispensing systems, principles of electricity, battery electric vehicles and charging systems also a plus. For full job description, please visit our website below.

TO APPLY
To learn more about this position and apply, please visit www.islandtransit.org/employment. Completed application packets, with cover letter and resume must be submitted to kara@turnerhrservices.com by 5pm June 28, 2021 for first consideration. Position open until filled.

Island Transit is an Equal Opportunity and Drug Free Workplace
POSITION TITLE:        MAINTENANCE & FACILITIES MANAGER
REPORTS TO:     Executive Director
FLSA STATUS:  Exempt Salaried Employee
TESTING STATUS:  Safety-sensitive

POSITION SUMMARY:
This qualified and experienced individual is responsible for planning, managing, and providing maintenance and facilities services for Island Transit. This individual is expected to have knowledge of emerging and sustainable fuels as our agency moves towards zero-emission technologies. The Maintenance & Facilities Manager provides direction and leadership to the department staff to develop and maintain an atmosphere of cooperation and teamwork. This position assigns work schedules and sets priorities in response to maintenance and system needs; coordinates with other department managers; communicates with other transit, regulatory and community agencies, and the public to exchange information, coordinate activities and resolve problems. The incumbent administers department budgets, authorizes expenditures and participates in capital budget planning; develops operating policies, prepares cost estimates and oversees maintenance and facilities acquisitions and repair. This position reviews and interprets statistical and performance information from a variety of sources; identifies capital investment or maintenance and facilities improvement opportunities. The Maintenance & Facilities Manager serves as part of the senior management team and work is performed with considerable independence under the general direction of the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Manages and administers the acquisition, maintenance, and repair of agency vehicles, equipment, facilities, grounds maintenance, and inventory control programs.
2. Establishes guidelines for vehicle and facility preventive maintenance inspections and repairs; makes recommendations for improvements to facilities and equipment.
3. Ensures that employees are adequately trained and equipped to perform vehicle and facility maintenance functions in compliance with applicable safety guidelines.
4. Analyzes operational and service demands for vehicles and facilities and projects future vehicle and facility service requirements; establishes inventory levels to support the maintenance plan.
5. Coordinates the acquisition of vehicles, equipment, facilities, and contracted services; participates in writing, evaluating and awarding bids; monitors the work of contractors/vendors performing vehicle or facility manufacture, repair and maintenance.
6. Inspects vehicles and equipment for conformity with operational standards and manufacturer’s recommended maintenance schedules to ensure safety and maximize the useful life.
7. Inspects buildings for safety hazards, maintenance needs and disability access requirements; promotes the use of environmentally safe, sustainable and efficient technologies and products.
8. Responds to and resolves facility complaints regarding lighting, temperature and noise and air quality.
9. Develops the department operating and capital budgets; monitors and approves expenditures.
10. Serves as a member of the senior management team and participates in the development of the agency’s strategic plan and policies, transit development plan and asset management plan.

11. Monitors legislation and other industry developments related to public transit, facilities and environmental health.

12. Provides direction and leadership to the maintenance department staff; participates in the determination of department staffing levels, interviews, hires, trains, assigns work to, monitors and evaluates staff; establishes work methods and standards; initiates rewards, corrective or disciplinary action as needed, and responds to complaints according to established personnel policies and procedures. Responsible for achieving high quality job performance by providing staff development and training opportunities.

13. Issues oral and written instructions; develops and implements policies, procedures, rules and regulations to improve efficiency of department staff and to ensure continuous operations.

14. Maintains records of department assets including parts, consumables, warranty records, vehicle registration and records of real property.

15. Manages the preservation of investment in buildings, structures, shelters and Park & Ride lots; including building maintenance, custodial services, graffiti removal, shelter renovations and any other facility maintenance.

16. Coordinates the surplus, sale or disposal of the agency’s inventory assets including vehicles and equipment.

17. Represents the agency and effectively presents information and responds to questions. Serves on committees, attends conferences and other events, as determined by the Executive Director.

18. Prepares reports, used in the presentation of service proposals and analyses, and for audit and control of department programs.

19. Performs other duties as assigned by the Executive Director.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

- Principles and methods of effective leadership, supervision and evaluation of support staff including safety-sensitive employees.
- Principles and practices of working safely.
- Knowledge of current technological advances in vehicle and facilities maintenance.
- Familiarity with service contracts is preferred.
- Operation of computers and MS Office software and database programs in a Windows-based operating environment.

**Skills:**

- Managing vehicle, equipment maintenance, repair and acquisition.
- Developing and administering departmental policies, procedures, programs and budgets.
- Communicate effectively both orally and in writing.
- Use tact, discretion and confidentiality relating to sensitive data and information.
- Demonstrate strong customer service skills.
- Establish and maintain effective working relationships with other employees, board members, representatives of other organizations and the public.

**Abilities:**

- Operate fleet and staff vehicles.
- Understand, follow and communicate work policies and procedures.
• Ability to follow federal, state and local laws, rules and regulations relating to public transportation, facilities and environmental health.
• Ability to understand transit route structures and evaluation of service and system performance.
• Define problems, collect data, and draw valid conclusions and adopt effective course of action.
• Write and create business correspondence, procedural memos and present information.
• Work effectively to maintain cooperative relationships with local and state agencies.
• Exercise good judgement, creativity and sensitivity in response to changing situations.
• Relate to individuals with various cultural, ethnic and social-economic backgrounds as well as individuals with special needs, and possess an awareness of human needs and deal with stressful situations in a calm and professional manner.
• Attend educational and training opportunities needed to maintain necessary skill level required to for responsibilities of the position. Out of area or overnight travel may occasionally be required.
• Ability to maintain a reliable and dependable attendance record to assure efficient and effective performance of job duties
• Maintain current knowledge in assigned areas of responsibility.

MINIMUM QUALIFICATIONS AND EXPERIENCE:
To perform this job successfully, an individual must be able to perform each essential duty as considered acceptable to Island Transit. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• High school diploma or GED required.
• Associate’s Degree (AA) or equivalent from two-year college or technical school.
• Five years of progressively responsible supervisory and program management experience.
• An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be considered.
• Four years of experience in the repair and maintenance of vehicles or equipment preferred
• Two years of experience in the maintenance of public transportation vehicles/facilities preferred.
• Knowledge of gasoline, diesel, hybrid, propane and bio-diesel vehicle fuel systems, storage and dispensing systems, principles of electricity, battery electric vehicles and charging systems are preferred.
• Knowledge of facility systems such as HVAC, electrical and plumbing preferred.
• Class B CDL with passenger endorsement preferred.

SPECIAL REQUIREMENTS:
Employment is conditional upon ability to meet physical requirements as determined by completion of a post-job-offer employment-related DOT physical examination and pre-employment substance abuse test, criminal background, reference check, and five-year motor vehicle history report the results of which must be acceptable to the employer and meet the agency’s hiring criteria.

Island Transit is a drug and alcohol free workplace. This position is considered safety-sensitive, as defined by the Federal transit Administration (FTA) and is subject to random drug and alcohol testing and subject to all other types of substance abuse testing as described in the policy.
If selected for the position, documentation of United States citizenship or proof of authorization to lawfully work in the United States will be required to establish identity and work authorization in accordance with the employer’s obligation under the Immigration Reform and Control Act of 1986.

Must possess a valid Washington State driver’s license at the time of hire and maintain an acceptable driving record through length of employment.

Within an acceptable period of time as determined by Island Transit, must obtain, possess and maintain a valid Washington State CDL Class B driver’s license with passenger and air brake endorsements.

Must be able to obtain and maintain any license or certification required for the job.

**WORKING CONDITIONS, TOOLS AND EQUIPMENT:**
- Duties performed primarily in an office environment while sitting at a desk or computer with balance of time walking within Island Transit’s office buildings.
- Workspace is located in the maintenance building where the office temperature varies with weather conditions. Office environment may be cold or hot. Lighting in the work area is fluorescent for safety purposes. The work environment may be loud due to vehicle motors and maintenance equipment with exposure to fumes, smoke, vapors, or chemicals. Personal protective safety items are required in some areas.
- Requires stooping, reaching, bending and lifting of office supplies and equipment.
- Must be able to lift and carry approximately 50 pounds, be able to hear and speak clearly to provide information in person or on the telephone.
- Typical office equipment used to accomplish job tasks: computer; multi-line telephone system; printer; fax machine; photocopier; scanner, laminator, and binding machine.
- Must be able to read a variety of printed or handwritten material including statements, regulations, reports, and/or forms.

**AT WILL EMPLOYMENT:**
I understand that if employed, I am employed AT WILL and that no contract between myself and this employer is created by my completion of this application, my receiving employment, my continued employment or my receiving benefit of employment of any type. No promises of any form or nature have been made to me, no guarantee of any length of employment is or shall be binding on this Employer, unless in writing. I reserve the right to terminate my employment at any time and the Employer has the same right.

I agree to physical or other testing when such testing is reasonably necessary in determining job related abilities or reasonable expectation of successfully performing the job to the Employer’s standards.

This Summary Job Description does not constitute an employment agreement between the employer and employee, and is subject to change as the needs of the employer and requirements of the job change.

*The statements contained herein reflect general details as necessary to describe the principal functions of this*
job, the level of knowledge, and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

_________________________________________     ___________________
Signature       Date

Approved:
Administrative & HR Manager      5/2021
Executive Director              5/2021