



**Assistant Transit
Manager/Maintenance E15**

Class Code:
800173

Bargaining Unit: No Union

AN EQUAL OPPORTUNITY / REASONABLE ACCOMMODATION EMPLOYER

CITY OF ALBUQUERQUE
Established Date: Sep 13, 2001
Revision Date: Mar 12, 2021

SALARY RANGE

\$22.81 - \$36.18 Hourly
\$1,824.80 - \$2,894.40 Biweekly
\$47,444.80 - \$75,254.40 Annually

FLSA:

Determined by Position

POSITION SUMMARY:

Assist in the planning and management of fleet maintenance program activities and operations including providing preventive and diagnostic maintenance on transit vehicles; coordinate assigned activities with other divisions, departments and outside agencies and provide highly responsible and complex administrative support to the Transit Manager/Maintenance.

This is a safety sensitive position subject to random drug/alcohol testing.

Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.

SUPERVISION RECEIVED AND EXERCISED:

Receive direction from higher level supervisory or management staff.

Exercise direct supervision over supervisory and maintenance staff.

ESSENTIAL AND SUPPLEMENTAL FUNCTIONS:

ESSENTIAL FUNCTIONS: (Essential functions may include, but are not limited to the functions listed below)

1. Assist in managing all fleet maintenance program services and activities including monitoring and updating warranties on City equipment and providing preventive and diagnostic maintenance on transit vehicles.

2. Participate in the development and implementation of program goals, objectives, policies and priorities for each assigned service area.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for maintenance staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Develop preventive and diagnostic maintenance procedures for transit vehicles; ensure availability of various parts, tools and equipment for maintenance functions.
6. Select, train, motivate and evaluate maintenance personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Participate in the development and administration of the fleet maintenance program budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
8. Explain, justify and defend fleet maintenance programs, policies and activities; negotiate and resolve sensitive and controversial issues.
9. Provide staff assistance to the Transit Manager/Maintenance; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.

SUPPLEMENTAL FUNCTIONS:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of maintenance management.
2. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
3. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Education and experience directly related to the minimum requirements may be interchangeable on a year for year basis.

Bachelor's degree from an accredited college or university with major course work in business administration; **and**

Four (4) years experience in maintenance and repair of diesel and gasoline vehicles and equipment; **and**

To include two (2) years of supervisory experience.

ADDITIONAL REQUIREMENTS:

Possession of a valid Driver's License, or the ability to obtain by date of hire.

Possession of a City Operator's Permit (COP) within 6 months from date of hire.

PREFERRED KNOWLEDGE:

- Operations, services and activities of a comprehensive transit fleet maintenance program
- Operations and procedures of a preventive and diagnostic vehicle maintenance program
- Principles and practices of municipal budget preparation and administration

- Principles of supervision, training and performance evaluation
- Pertinent Federal, State and local laws, codes and regulations

PREFERRED SKILLS AND ABILITY:

- Plan, organize, direct and coordinate the work of maintenance staff
- Select, supervise, train and evaluate staff
- Develop preventive and diagnostic maintenance procedures for transit vehicles
- Prepare and administer large and complex budgets
- Research, analyze and evaluate new service delivery methods and techniques
- Interpret and apply Federal, State and local policies, laws and regulations
- Communicate clearly and concisely
- Establish and maintain effective working relationships with those contacted in the course of work
- Perform the essential functions of the job with or without reasonable accommodation

WORKING CONDITIONS:

Environmental:

Office and shop environment; exposure to noise, dust, grease, smoke, fumes and gases.

Physical:

Essential and supplemental functions may require maintaining physical condition necessary for heavy, moderate or light lifting.