



Westmoreland County Transit Authority

Maintenance Supervisor

Reports To:	Maintenance Manager	Salary Range:	
Department:	Maintenance	Pay Type:	Non-Exempt
Effective Date:	7/27/2020	Approval:	
Revised Date:		Approval:	

JOB FUNCTION

Assists Maintenance Manager in all aspects of maintenance operations at the Authority's fixed-route and paratransit facilities. Oversees parts and supplies inventory for all Authority maintenance operations, including assisting with processing purchase orders, receiving parts and supplies, and maintaining appropriate inventory levels. Position is also responsible for assisting in the facilities management of the Authority's fixed-route and paratransit facility including all preventative maintenance and repair on systems, components, and equipment.

ESSENTIAL DUTIES

Essential duties and responsibilities:

1. Assists Maintenance Manager in overall Authority vehicle and building maintenance program and provide effective management direction to Maintenance staff, coordinate with Operations staff as appropriate.
2. Provides assistance to the Maintenance Manager and Finance/Accounting Department with the day-to-day parts and supplies ordering and inventory control.
3. Utilizes FleetSoft (Inventory and Fleet Software Program) to manage purchase orders, work orders, and inventory control.
4. Recommends and determines stock needed for current use based upon vehicles and equipment maintained and past needs for parts.
5. Orders required parts from vendors and manufacturers.
6. Handles organization of parts room and enforces Authority workflows.
7. Assists with maintaining vehicle and equipment maintenance records.
8. Assists in supervising bus fueling, building and grounds keeping.
9. Initiate and complete records, reports, analyses, logs, and documentation, as necessary.
10. Must be efficient in problem solving, analysis, decision-making, troubleshooting, innovating, consensus building, planning, monitoring, and implementing corrective actions in all areas related to vehicle and facility maintenance.

11. Operate a variety of powered vehicles and perform preventive maintenance and repairs on them as needed; drive buses and other vehicles as needed for inspection, repair, maintenance, troubleshooting or transporting to repair facilities. Appropriate driving record which meets Authority standards.
12. Maintain all work areas, tools, equipment and supplies in a safe, orderly manner.
13. Perform other duties as required, of a similar nature or level.

Note: The essential duties listed above are not intended to limit the duties and responsibilities of the position listed in this job description.

Responsibilities

- Day-to-day operation of the shop parts department in compliance with established policies and procedures.
- Responsible for accurate inventory accounting.
- Responsible for maintaining a clean, well-organized department.
- Oversee parts department to ensure mechanics and technicians have the parts needed to complete jobs in a timely manner.

EDUCATION & EXPERIENCE

High school diploma or GED and 3+ years in Maintenance or Parts Department overseeing the repair and maintenance of the vehicles within a multiple location organization.

Must be computer literate with strong keyboarding skills.

REQUIRED SKILLS, KNOWLEDGE & ABILITIES

- Demonstrate a high level of communication and organizational skills.
- Provide effective verbal and written communications to management, mechanics and technicians, and vendors.
- Previous experience using Microsoft Outlook, Excel and Word, along with a parts business system utilized for purchasing, tracking work orders, and inventory management.
- Relevant business experience with previous supervisory experience.

PHYSICAL DEMANDS

- Must be able to lift, carry, and place parts and supplies up to 25 pounds without assistance.
- Frequent standing and walking for long periods of time.
- Frequent reaching overhead and below the knees, including squatting, bending, stooping, kneeling, and twisting.
- Climb up and down ladders to retrieve and stock parts and supplies.

WORKING CONDITIONS

Maintenance facility and typical office conditions. Travel between WCTA Locations and surrounding areas. Requires the use of a computer.

GENERAL SIGN-OFF

This job description does not constitute an employment agreement between WCTA and the employee. WCTA management reserves the right to assign or reassign duties and responsibilities to this job at any time.

I have read and understand this general sign-off and job description.

_____	_____	_____
Print Name	Signature	Date
_____		_____
Supervisor		Date