



## Job Description

**ASSISTANT MAINTENANCE  
MANAGER**

**Position Code: A\_MO17  
Salary Grade: A\_S4**

### SUMMARY

Under direction of the Maintenance Manager plans, directs, monitors and controls all fleet maintenance activities required to ensure that efficient, safe and dependable transit service is provided to the Anaheim community.

### REPRESENTATIVE DUTIES

*This list is intended to indicate the general nature and level of work performed by employees within this classification and is not designed to be interpreted as an exhaustive listing of all tasks required of employees assigned to this job.*

- Supervises, coaches, and counsels maintenance personnel and coordinates operational function with Operations Staff, Supervisors and Dispatch
- Must be able to properly prioritize, implement and manage work schedules, projects and assignments.
- Must have the ability to track and control parts inventories, vendors and suppliers.
- Must be able to manage the financial/accounting aspects of a fleet maintenance operation.
- Must be able to communicate effectively with all levels of staff in written and oral formats.
- Must have computer skills including word processing, spreadsheets and Microsoft outlook.
- Must have technical competence with heavy duty vehicle repair and preventive maintenance.
- Must display initiative, professionalism candor and tact at all times.
- Monitors daily, weekly and monthly work order schedules for Anaheim Resort Transit (ART) services to facilitate efficient and effective delivery of service.
- Maintenance all reporting responsibilities
- Makes decisions and initiates/directs actions to resolve problems related to service delivery.
- Investigates and analyzes accidents to determine cause, report findings and recommended corrective action.
- As needed, Works closely with Executive Director, assisting in the development of new programs and services.
- Performs other tasks or projects as assigned by Director of Operations.
- Provides exemplary leadership.

### QUALIFICATION GUIDE

**Knowledge of:**

- Principles, policies and practices of transit maintenance and administration
- Budget administration and planning
- Principles of leadership, teambuilding, motivation and conflict resolution
- Federal and state laws, rules regulations, and human resource laws
- Policy development and implementation



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MAINTENANCE**

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**Ability to:**

- Plan and direct the work of staff
- Effectively train and evaluate staff
- Prepare and administer complex budgets
- Analyze issues and develop alternative solutions
- Write, prepare and/or analyze and evaluate comprehensive written reports with recommendations.
- Make effective oral presentations to a variety of audiences
- Apply collaborative work strategies and gain the cooperation of employees at all levels of the agency
- Establish and maintain positive working relationships with the Board of Directors, agency personnel, contractors' representatives and members of the public.

### EDUCATION AND EXPERIENCE

Must have a minimum of 5 years fleet/vehicle maintenance experience. Must have a minimum of 3 years of maintenance supervisory or management experience. ASE or equivalent certifications preferred. Experience with paratransit bus maintenance required.

### WORKING CONDITIONS/PHYSICAL ACTIVITIES

*(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. ATN provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.)*

Positions in this class typically require:

- Work may be performed in a stressful, fast-paced office environment, depending upon assignment.
- Requires ability to understand verbal communication and to respond effectively.
- Positions in this class typically require: Reaching, Fingering, Grasping, Feeling, Talking, Hearing, Seeing, and Repetitive Motions in computer use.

### SPECIAL REQUIREMENTS & CERTIFICATIONS

Valid California Driver License. Pre-employment drug screening and background check is required. ATN is an equal opportunity & affirmative action employer.

- Must have a valid Class B CA Driver License with P endorsement
- Good driving record in accordance with agency standards
- Necessary tools to perform the above duties
- Possession of steel-toed safety shoes to wear on the job



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<b>SAFETY SENSITIVE</b>
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Positions in this job classification are considered safety sensitive and are subject to drug and alcohol testing, including but not limited to pre-employment testing, post- accident testing and random testing, under Federal Transportation Administration (FTA) drug and alcohol regulations, and U.S. Department of Transportation (DOT) regulations, 49 CFR Part 40 and Part 655. Please refer to the OCTA Drug and Alcohol Policy Manual for additional information