



DIRECTOR OF MAINTENANCE

\$8,314.00 - \$12,332.00 PER MONTH

Apply Immediately - Recruitment may be closed at any time without notice.

THE JOB: OMNITRANS, provider of public mass transit for the San Bernardino Valley in Southern California is seeking a highly skilled professional to join our award winning team. Omnitrans is a great place to work; we are located close to the mountains, the desert, and beaches of Southern California and offer a vast array of recreation, quality schools and affordable housing. This individual will be a strong leader, highly innovative, strategic, and forward-thinking problem-solver to join the Executive Management Team as Omnitrans' Director of Maintenance. The ideal Candidate will be a positive influence on day-to-day operations, have a "can-do" attitude and be comfortable with hands-on proactive approach to all aspects of Departmental procedures; have a natural interest in mentoring and guiding staff, explaining procedures and how to effectively and efficiently achieve established goals. Under CEO/General Manager guidance, develop policy for vehicle maintenance and facilities maintenance to ensure the Agency's objectives are met by performing the following duties personally or through subordinate Managers and Supervisors (the omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification).

- Establishes direction and leads the Maintenance Department by setting goals and objectives, establishing performance standards, and directing key personnel.
- Develops, reviews, and approves policies and procedures for maintenance training, including safety requirements, operational efficiency, financial and managerial objectives for maintenance.
- Develops specifications for vehicles, parts, equipment, facilities, and other materials and supplies.
- Develops, administers, and monitors departmental budgets; implements cost-effective savings.
- Counsels, evaluate, and plan the development of key department management staff. Identifies areas in need of improvements and establishes performance targets.
- When designated as Project Manager, ensures all contract requirements are met.
- Participates in Union negotiation with the Teamsters and understands M.O.U. language.
- Monitors on a scale the safety performance including rules and regulations compliance and corrective action.
- Manages subordinate managers and supervisors who supervise employees in the Maintenance/Facilities Department. Is responsible for the overall direction, coordination, and evaluation of this unit. Directly supervises several office staff non-supervisory employees.

THE REQUIREMENTS: The successful Candidate will possess a Bachelor's degree (B.S.) or an equivalent from a four-year University or technical school; seven to ten years of related experience and/or training; or an equivalent combination of education and experience. Public Transit experience desirable. This individual will have proven leadership experience as well as the knowledge, skills, and abilities to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; to write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from Board Members, groups of managers, clients, customers, and the general public; and to directly supervise and evaluate subordinate managers and supervisors in the Department. The selected Candidate must be familiar with current business operating systems, software and programs.

THE SELECTION PROCESS: Candidates will be screened for relevant qualifying experience that consists of an evaluation of education and experience as described on the application. The most competitively qualified candidates will be invited to participate in the selection process. The selection process may include a combination of written, performance, and oral examinations. The process will also require a background/criminal investigation, a pre-employment physical examination with drug screening. We are unable to accept resumes in lieu of a fully completed application but one may be attached. Applications can be obtained at Omnitrans, 1700 W. 5th Street, San Bernardino, CA. For further information about this exciting professional career opportunity, please visit our website at <http://www.omnitrans.org/about/jobs.asp>

EEO/AA including Protected Veterans and Individuals with Disabilities.