

VACANCY

MAINTENANCE SUPERVISOR

Hours: Varied
Start Date Desired: December 2014

Applications will be accepted in the COTPA Human Resource Office located at 2000 S. May Avenue, Oklahoma City, OK 73108, December 5, 2014 through December 19, 2014.

JOB SUMMARY

This position is located in the Maintenance Division of The Central Oklahoma Transportation and Parking Authority (COTPA). This position is responsible for the supervision of mechanics and/or service attendants by providing effective leadership, discipline and training. **ESSENTIAL FUNCTIONS:** Prioritization and delegation of work; maintenance of accurate, up-to-date records; preparation of information used for administrative forms and reports such as budget, goals and objectives, and purchase requests; monitors work activities and evaluation of work progress. Responsible for ensuring those employees in the Maintenance Division follow company policies and procedures. Must have the ability to maintain good relationships with co-workers and other members of management and have the ability to understand concerns of operators and drivers about vehicle repairs. Assists in evaluating the condition of the transit fleet, identifying maintenance trends and potential problems and making recommendations to prevent, resolve or manage those problems. Work is performed independently and includes responsibility for the safe and efficient utilization of materials, manpower and equipment.

JOB REQUIREMENTS

- Skill in verbal and written communication.
- Ability to maintain accurate records of work unit activities.
- Ability to communicate verbally in English, so as to be understood, both in person, by telephone and by two-way radio.
- Ability to provide instruction and direction to employees in a clear, concise manner.
- Ability to respond quickly and calmly when dealing with difficult situations (i.e. equipment failures, time pressures, employee conflicts).
- Ability to interview job applicants.
- Ability to read and write English effectively.
- Knowledge of and ability to follow safe working procedures and practices.
- Knowledge of and experience in ten-key, data entry and computer operation.
- Ability to establish and maintain effective working relationships with COTPA personnel, contractors and vendors.
- Possess and maintain a valid Commercial Driver's License (class B) with a Passenger (P) endorsement learners permit by the first day of employment and obtain the full valid licenses no later than 30 days from the date of employment.
- Must be able to comply with strict attendance policies.
- High School Diploma or General Equivalency Diploma (GED).
- Four years experience in vehicle maintenance and repair, including large vehicles such as trucks and buses.

Note: Successful applicant will be required to pass a Department of Transportation physical examination which will include a drug screen.

DEPARTMENTAL PREFERENCE

Possess a valid Oklahoma Commercial Driver's License (class B) with a Passenger (P) endorsement. Experience working in a transit industry maintenance facility.

WORKING CONDITIONS

- Exposure to dust, fumes, gases, solvents, noise and unfavorable weather conditions.
- may require a varied work schedule to include: weekends and holidays.
- Occasionally required to work hours beyond normal quitting time.
- Subject to sitting, standing, walking, or using a telephone for extended periods of time.

PHYSICAL REQUIREMENTS

- Ability to continuously walk, stand and be around extremes in temperature and humidity.
- Must be able to use both hands either simultaneously or singly and both feet for foot controls either simultaneously or singly.
- Must be able to hear safety and emergency horns.
- Must be able to obtain an Oklahoma Department of Transportation physical examination certification and pass a drug and alcohol screen in accordance with Federal Transit Administration regulations.
- Vision enough to read written communications.
- Speech enough to communicate clearly and distinctly.
- Hearing enough to communicate in person and by phone.

FRINGE BENEFITS

Vacation	104 to 184 hours upon completion of one year.
Sick Leave	80 hours per year accrued bi-weekly.
Holidays	10 regular holidays.
Injury Insurance	Effective day of employment.
Retirement	After 6 months, jointly paid by COTPA and employee.
401 Retirement Plan	Employee contribution matched by COTPA up to \$1,000 per year
Credit Union	Full banking services.
Life Insurance	COTPA provides \$18,000 term coverage.
Health Insurance	Upon completion of thirty days, Plans are available for employee and dependents.
Dental Insurance	Upon completion of thirty days, COTPA pays premium for employee coverage; dependent coverage available at low rates.
Disability Plan	Short term payable at \$250 per week.