



Job Opening at Solid Ground

Job Title: Maintenance Manager

Status: Exempt

Supervisor: Transportation Director

FTE: 1.00

Department: Transportation

Salary Grade: 106

Solid Ground believes poverty is solvable. Our communities are stronger when we support stability and break down the barriers to overcoming poverty. Solid Ground does both. We combine direct services with advocacy to meet basic needs, nurture success, and spread change. Through our programs, people gain stability and build skills that equip them to move forward in their lives. Through advocacy, we work toward ending racism and other oppressions embedded in our institutions, policies, and culture that hold people back from succeeding. We bring the voices of people experiencing poverty into the political process, furthering social justice and supporting our entire community to reach its potential. As our workforce evolves to reflect the diversity of the communities we serve, our agency and workplace will be enriched and strengthened and as such we will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency and encourage staff to fully engage in those activities.

Job Summary

The Solid Ground Transportation Department includes Solid Ground Transportation (SGT), a program that provides para-transit service under contract to King County Metro's Access Services Division, Community Transportation Services and the vehicle Maintenance division. The Maintenance Manager is responsible for the scheduling and supervising of all maintenance employees, and for overseeing the day-to-day functioning of the Maintenance division, including vehicle and facility repair, servicing, and cleaning. The Maintenance Manager is also responsible for establishing and maintaining a cost-effective maintenance program and overseeing the production levels of technicians.

Essential Responsibilities, Duties and Tasks

- 30% Provide oversight and support to facilitate day-to-day operations and delivery of services within the Maintenance division. Plan, schedule and direct all maintenance

work performed by the technicians. Review and set priorities and schedule repairs generated by drivers and technicians.

- 20% Provide technical support to all levels of the maintenance staff and Drivers, troubleshoot and work directly with the technicians to solve complex vehicle problems. Perform repairs to vehicles as an “A” level technician, operate diagnostic test equipment, brake lathe and tire equipment. Assist with Road calls and emergency responses.
- 15% Review and improve preventative maintenance program. Ensure that maintenance records on maintained on the computer as well as paper files; Review all work performed to ensure adequate response and repairs are performed. Monitor and review EAM data base and reports for contract compliance.
- 10% Hire, train, supervise and evaluate Maintenance personnel. Commend staff on good performance. Mediate all staff concerns that arise and conduct disciplinary actions and terminations as necessary.
- 5% Provide direct support to outside agencies, including meetings, vehicle inspections & technical support.
- 5% Initiate requisitions of parts and equipment. Recommend changes to procurements and shop equipment upgrades to Department Director.
- 5% Assist with preparation of annual budget, and work with the Department Director to monitor financial activities to ensure expenses within the Maintenance division are within budgetary guidelines.
- 5% Assist facilities manager on building repairs, building codes, permits, and recommend or facilitate repairs.
- 5% Keep Department Director informed of activities, and participate in program, department and agency meetings and relevant trainings as required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Education and Experience

Requires the following:

- a) Five years of experience in fleet maintenance, auto or medium-duty truck repair, with at least two years in a supervisory capacity and two years of technical school.
- b) High School degree

Also requires:

Must possess a valid Washington State Motor Vehicle License and a driving record free from serious or frequent violations in the last three years.

Desired Experience:

- Transit fleet experience preferred

Minimum Qualifications:

- Excellent communication skills, both oral and written
- Demonstrated initiative and follow through
- Detail oriented, with strong organizational skills
- Willingness and ability to work with people from a variety of racial, cultural and economic backgrounds, with various lifestyles, sexual orientations, and of all ages
- Basic knowledge of computer software (Microsoft Word, Access, Excel, and Outlook)
- Must have a full set of hand tools
- Must be physically able to perform position duties (see physical demands job form)
- Must be capable of using all test equipment and specialized tools
- Positive work ethic, willingness and ability to allow for a flexible schedule, including occasional evening and weekend work

Anti-Racism Initiative (ARI) Expectations:

- Foster discussion and learning among staff to better understand and dismantle institutional racism.
- Abide by and support agency-wide efforts to incorporate anti-racism principles and cultural competency and standards into all employee and labor relations.
- Encourage staff participation in Anti-Racism Initiative committees and events.
- Enhance personal skill development as well as guiding managers and supervisors in their own skill development.

Physical Demands/Working Conditions: Employees spend 85% of their time working in an office, and 15% of their time in the garage/field. Office time is 60% on the computer, and 25% misc. office work. Garage and field time is spent 12% on parts and 3% mechanic's work. Position requires employee to lift/carry 50-75 pounds rarely and push/pull 30 pounds seldom, 10-15 pounds frequently. Position has the ability to sit/stand as needed. Stairs are required.

Hours & Compensation: This is a full-time, 40 hours per week, position. Pay range **\$81,477-\$105,920 per year, plus benefits**. Benefits include medical, dental, short-term, and long-term disability insurance, basic and voluntary life insurance, 401(k) savings plan including agency

contribution and match, holiday pay, generous paid personal leave package and tax-sheltered health care and dependent care accounts. Solid Ground employees may be eligible for a standard annual increase. The amount is determined each year pending budget.

Solid Ground is an equal opportunity employer committed to workplace diversity. We do not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status.