

**PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA)
POSITION DESCRIPTION**

Position Title: Director of Maintenance **Category:** Safety-Sensitive
Department: Maintenance **Revision Date:** 05/21/2026
FLSA Status: Exempt Pay: Salary/E2 **Reports to:** COO or General Manager

JOB RESPONSIBILITIES

Under the general direction of the Chief Operating Officer, this position is responsible for ensuring that all PARTA vehicles and physical structures are properly maintained. Must be able to plan, coordinate and direct the activities of a maintenance shop with various shifts. Maintain equipment to ensure continuity of service for transit passengers and support transit functions. Oversee external vendors to manage relationships and expectations. Performs work safely; follows safety work rules, guidelines and procedures and exercises maximum care and good judgment to prevent injury and accidents from occurring.

ESSENTIAL FUNCTIONS OF THE POSITION

Submits weekly, monthly and yearly reports; maintains detailed records of all assets related to vehicles and buildings to meet all auditing standards.

Oversees vehicle acceptance; sets up specifications for new vehicles; responsible for fleet planning; administers the preventative maintenance program.

Develops maintenance and facilities staff; sets work schedules; develops new job procedures; reviews job performance to include assessing job duties and tools needed to succeed; sets performance standards, including progressive corrective action as necessary; responsible for personnel actions to include hiring, termination, promotion, discipline, layoff/recall, for department employees and initiate appropriate action to implement; conduct performance evaluations of department employees.

Oversees construction projects; responsible for maintenance of all PARTA facilities and equipment; responsible for facilities planning and development. Works with other departments to ensure system security and functionality of securement systems for PARTA's facilities. Consult with senior management to determine information requirements to determine boundaries and priorities of new projects, and to discuss system capacity and equipment acquisitions. Assess the costs and benefits of new projects and provide justification. Direct and assign work and projects to ensure essential services are maintained. Prepares progress reports to inform of project status and deviation from goals.

Gathers, interprets, and prepares data for studies, reports and recommendations for the department. Participates in internal and external meetings.

Performs other related duties as assigned. Participates in training and retraining classes and programs as needed. May ensure operation of equipment by completing preventative maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.

QUALIFICATIONS

Four-year college degree preferred or seven to ten years of relevant experience or any combination of education, training, and work experience which provides the required skill sets to perform the essential functions of the job; must possess a valid Ohio Commercial Driver's License (CDL) with proper endorsements, or successfully complete requirements for licensing during employee probationary period if position requires operations of vehicles regulated by Section 4506.01 of Ohio Revised Code.

Knowledge of: electrical and mechanical maintenance practices; administrative principles and practices including goal setting and goal implementation; techniques of effective time management; business letter writing; methods and techniques of research and statistical analysis; analytical skills necessary to develop and implement mission, goals and procedures; basic budgetary principles and practices; administration and supervision of staff activities.

Skilled in: the use of the tools required for this position.

Ability to: use spreadsheet, word processing and selected job-specific software; plan organize, assign, direct, review and evaluate the work of staff; research, compile and summarize a variety of informational and statistical data and material to determine problem scope; apply mathematical concepts such as ratios, proportions, probability factors and statistical inference; understand and interpret complicated policies, procedures and protocols; interpret a variety of technical information with abstract and/or concrete variables; demonstrate initiative and independent judgment; communicate clearly and effectively, both orally and in writing; prepare clear and concise reports, correspondence and other written materials; speak effectively with individuals and small groups and to respond to questions; deliver formal presentations; prepare analyses, policies and/or budgets; develop complex reports and position papers; select and motivate staff; instruct, train, direct staff; provide for professional development of staff; demonstrate conflict management skills; maintain issue confidentiality, establish and maintain effective working relationships with various departments, individuals or other internal groups; deal courteously and diplomatically with the general public; demonstrate interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials and vendors.

LICENSURE OR CERTIFICATION REQUIREMENTS

- A) Valid State of Ohio Driver's License with no more than two points required at time of hire.
- B) Successful completion of previous employment verification and criminal background investigation.
- C) Successful completion of post-offer Department of Transportation (DOT) medical examination including drug screen prior to hire is required. In addition, the employee must continue to meet driver fitness standards, as determined by periodic DOT medical examination.
- D) Successful completion of requirements to obtain Class B Commercial Driver's License with passenger endorsement within six (6) months of hire is required.

TOOLS AND EQUIPMENT USED

Operates tools and equipment including but not limited to: personal computer and related hardware and software, including word processing, spreadsheet, geographic information system, transit operations and communication software; and data management software; PDA, scanner and other related office technology; typewriter, 10-key calculator; telephone; cellular phone; copy machine; fax machine; audio/visual equipment and related components. Applicant must also be able to operate handheld tools, machinery and maintenance equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In accordance with the U.S. Department of Labor Physical Demands Strength Rating, this is considered Medium work – exerting 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

WORK ENVIRONMENT

Work is typically performed indoors in a garage environment with an exposure to dirt, grease, chemicals, fumes, noise, slippery surfaces, variable temperatures and weather conditions; requires light physical effort (stopping, bending, walking, lifting) to demonstrate equipment use, check work progress etc; position is subject to pressure from deadlines under pressure, night and/or weekend meetings and contact with the general public; may work varied hours to include occasional evenings and weekends.

ADDITIONAL INFORMATION

The employee will be subject to random drug and alcohol testing throughout their period of employment and is required to comply with the employer's Drug and Alcohol Policy.

Selection shall be based on ability to meet those job qualifications specified in the job description. This shall be determined from information received through the job application, resume, interview and references and may include job-related testing. 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

PARTA has established the goal of 100 percent drug and alcohol free workplace. Applicants will be required to undergo pre-employment drug testing and may be subject to further urine and alcohol testing throughout their period of employment.

“PARTA does not discriminate in provision of services or employment because of handicap/disability, race, color, creed, national origin, sex or age.”