MAINE TURNPIKE AUTHORITY
Job Description

Job Title:	Deputy Director of Equipment Maintenance	**Department:**	Highway & Equipment Maintenance
Pay Range:	Management/Confidential 21	**FLSA Status:**	Exempt
Reports To:	Director of Highway & Equipment Maintenance		

Summary

The Deputy Director of Equipment Maintenance is one of two Deputy Directors within the Highway & Equipment Maintenance division. The Deputy assists the Director of Highway & Equipment Maintenance to preserve the integrity of and enhance MTA's maintenance equipment. This includes managing the workforce needs within Equipment Maintenance to ensure operation, preservation, and improvement of MTA's 400+ pieces of equipment. Working in close collaboration with the Director, the Deputy provides complex administration and management support to ensure the smooth, continuous operations of MTA's vehicle fleet and its equipment.

Essential Job Functions

These functions reflect management's assignment of essential duties; it does not prescribe or restrict all the tasks that may be assigned.

- In the absence of the Director of Highway & Equipment Maintenance, assumes full operational responsibility for planning, directing, administering, and supervising MTA Equipment Maintenance Department and equipment operations.
- Under the department director, oversees supervisory personnel and subcontractors engaged in planning and executing work procedures, to minimize disruption to the vehicle fleet all while creating an atmosphere of safety, quality workmanship, and protection to the environment.
- Make recommendations for major vehicle maintenance repairs.
- Responsible for development of vehicle specifications and working with the MTA purchasing agent to procure the vehicles.
- Will be responsible for leading the development and implementation of a Fleet Asset and Maintenance Management System including training department personnel on the proper use of the system.
- Responsible for maintaining fleet management system including working with IT, Purchasing and Accounting Departments, and system software vendor(s) to resolve problems, coordinate technical issues, maintain system integrity and to assure an efficient and effective program.
- Works with staff to develop, update and retrieve data from new/existing spreadsheet models, database programs/files and/or other automated/manual sources to provide reports as requested. Supervise the production of regular reports regarding inventory, costs of parts, costs of equipment maintenance, including fuel usage, equipment usage and projecting end of life.
- Coordinates with Equipment Maintenance Supervisor to assure appropriate training and tools are available, balancing workforce needs, provides training of employees in proper use of forklift and other specialty equipment, as needed.
- Assists Director in preparation of the annual operating budget and equipment replacement budget.
- Monitors budgets and manages tasks and projects to stay within allotted budget amounts; reviews progress reports, materials used and costs; and controls expenditures within project budget limits.
- Establishes and/or adjusts work procedures and schedules to meet production and completion deadlines.
- Works with management staff and Human Resources to outline, develop, and schedule employee training.
- Works with other departments with respect to vehicle repairs and replacement plans.
- Confers with supervisory and engineering personnel, inspectors and suppliers of tools and materials to resolve repair problems.
- Oversees analysis of equipment/vehicle needs and the development of equipment purchase recommendations in coordination with supervisory staff.
- Evaluates staffing levels and makes recommendations for changes.

- Suggests changes in working conditions and uses of equipment to increase efficiency of work crew, provide a safer workplace, and an environmentally friendly operation.
- Performs other special projects and duties as assigned.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodation under applicable law may be made to enable qualified individuals to perform these essential functions.

Supervisory Responsibilities

- Supervises the Supervisor of Equipment Maintenance, who overseas the forepersons and mechanics.
- Ensures that the responsibilities, authorities, and accountability of all direct subordinates are defined and understood.
- Leads all aspects of employee supervision, including interviewing and training staff, assigning and directing work, evaluating performance, recognizing achievements, administering corrective actions, motivating team members to meet goals, and addressing complaints to resolve issues effectively.

Position Qualifications

- Bachelor's Degree in a related field required; or a combination of directly relevant work experience and education may be considered in lieu of a degree.
- 8–10 years of progressively responsible experience implementing and administering fleet asset & maintenance software, including system configuration, analytics/reporting, data governance, and user training.
- Minimum of 5 years of experience in a supervisory role required.
- Certification as a Fleet Manager by a nationally recognized organization is preferred.
- Demonstrated ability to deploy and utilize vehicle telematics systems (GPS/AVL, utilization, idling, fuel, fault-code monitoring) and integrate telematics insights into maintenance planning and asset lifecycle decisions
- Considerable knowledge of heavy-duty truck/construction equipment repair, diagnostics (including electronic tools), and preventive maintenance programs.
- Ability to maintain effective working relationships with a variety of individuals and interest groups.
- Proficiency in MS Office; experience with timekeeping preferred; Blue Beam and MS Access knowledge helpful.
- Demonstrated skills in customer service and public relations.
- Ability to evaluate public works functions and draw conclusions to improve systems and functions.
- Capable of managing department budget and finances, as well as analyzing and assessing a variety of financial reports including projections, and trends analysis.
- Ability to comprehend and administer state laws and regulations, including but not limited to, Vehicle Inspection rules & laws, Department of Labor, Occupational Safety & Health, Federal Motor Carrier Administration, Environmental Protection Agency.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals**.**
- Ability to write routine reports and correspondence and to speak effectively before groups and vendors, patrons, and employees.
- Ability to apply common sense and acquire knowledge to carry out instructions furnished in written, verbal or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to assess operations, identify opportunities for improvement, and collaborate with the appropriate departments to implement changes

Working Conditions/Physical Demands

- Prolonged periods of sitting at a desk and working on a computer.
- Requires close visual acuity and ability to adjust focus quickly.
- Frequently required to stand, communicate, and listen intently.
- Often required to walk, use hands to manipulate, handle or feel; reach with hands and arms; and stoop, kneel, crouch or crawl.
- Must comply with Authority PPE requirements when present in shops or field environments; adhere to environmental guidance and hazardous waste management practices applicable to automotive/fleet maintenance operations.
- Regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Professional office work environment with regular travel to other work sites where there may be exposure to outside weather conditions and/or locales with mechanical equipment that may emit fumes.
- Requires driving during inclement weather as a function of monitoring crews during winter storms and other emergencies.
- Standard work hours required are Monday through Thursday, 6:00 am to 4:30 pm; and subject to occasional non-routine hours.
- Requires ability to respond 24 hours a day, seven days a week, and must be available to come in early or work late on occasion, including weekends, especially during winter storms or major incidents.