

# \*JOB ANNOUNCEMENT\*

## Equipment Manager Grade 28

**DUTIES:** Manages the daily operations of vehicle/equipment and inventory/stores functions to ensure that all scheduled and unscheduled vehicle/equipment maintenance, inventory/stores, and related administrative functions are being performed efficiently and effectively. Coordinates and supervises district vehicle/equipment maintenance personnel and inventory/stores personnel. Oversees and monitors resources and maintains appropriate supplies, materials and equipment necessary to perform all equipment/vehicle maintenance, inventory/stores and related support functions (coordinates closely with Central Inventory in the Fleet Management Department). Monitors and evaluates staff performance and provides feedback, coaching, positive contacts and other mechanisms to identify performance improvement requirements, and to further develop skills. Oversees and monitors costs and expenditures. Assist District Director in development of budget for vehicle/equipment maintenance/repair and inventory/stores and related support systems by analyzing previous expenditures and forecasting future needs. Monitors budget and ensure expenses are properly documented and processed in Oracle. In close coordination with Central Inventory, tracks materials, supplies, parts usage and analyzes trends to ensure adequate inventories are available at assigned District to perform vehicle/equipment maintenance/repair functions. Leads or participates in meetings and coordinates work efforts with other Authority personnel as appropriate. Attends Operations Division staff meetings as requested by District Director or DGM-Operations to report on section, departmental or other activities. Works with the Transportation Manager to make sure vehicles are prepared to support service needs. Practices safety precautions and measures at all times. Performs other duties of a similar nature as may be required.

**MINIMUM REQUIREMENTS:** Applicants must have a minimum of a high school diploma. An Associate's degree in Automotive/Diesel Technology, engineering technologies, business administration, or a related field is preferred. Applicants must have at least six (6) years progressive experience coordinating equipment, parts, training, and modifications to that equipment, including servicing and troubleshooting bus, heavy vehicle equipment, and managing an inventory function. Applicants must have a broad working knowledge of various technologies including electrical/electronic, mechanical, and pneumatic and must have the ability to read electrical/mechanical schematics, diagrams, and manuals. Applicants must have at least three (3) years progressive supervisory experience, including monitoring schedules and costs, setting up production schedules, and preventative maintenance activities. Applicants must have knowledge of procuring equipment, materials, parts and supplies and preparing reports for government agencies. Applicants must have excellent management skills, written and oral communications skills, strong analytical skills, strong interpersonal, time-management and budgetary skills and must be able to demonstrate those skills prior to entering the position.

**STARTING SALARY RANGE:** \$58,747 - \$77,840 annually

**FILING OF RESUMES:** Resumes must be received in the Human Resources Department of the Greater Cleveland Regional Transit Authority by fax (216) 781-4483, e-mail: [jobs@gcrta.org](mailto:jobs@gcrta.org), or mail to 1240 West 6<sup>th</sup> Street, Cleveland, Ohio 44113.

**Resumes will be accepted until the position is filled.**

**SELECTION PROCESS:** This is a non-bargaining exempt position. Merit system rules do not apply. No eligible list will be established. The selection process will include one or more components to demonstrate applicants' knowledge, skills and abilities in job related areas. These may include exercises such as practical demonstrations, written communications, oral interviews and/or competency assessments.

**AN EQUAL OPPORTUNITY EMPLOYER/ ADA EMPLOYER/ DRUG FREE WORKPLACE**

Job Grade: 28  
Date: August 25, 2011  
Job Announcement No.: 2011-97

Web Site Address: [www.riderta.com](http://www.riderta.com)  
Email: [jobs@gcrta.org](mailto:jobs@gcrta.org)

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