

SUMMARY

Directs the Maintenance staff within an assigned region, in the performance of their daily duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Develops, implements and refines department policies and procedures to ensure overall effective departmental performance.
- Directly carries out supervisory responsibilities to effectively manage personnel in accordance with the organization's policies and applicable laws. Responsibilities include hiring/interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Travels to assigned shops to perform job functions and as needed for recruiting/hiring, training, staff development and backup assistance.
- Confers with executives and other administrative personnel to review achievements and discuss required changes in goals or objectives resulting from current status and conditions.
- Assists Shop Managers in addressing staff issues before or as they develop.
- Works with the accounting department in effectively managing maintenance costs.
- Explores, implements and manages continuous, new and innovative efficiency and cost savings opportunities.
- Interacts with technicians, drivers and staff from various departments to optimize equipment performance and maintenance and reduce over maintenance expense.
- Assists with parts and/or tire inventory at assigned locations.
- Conducts shop inspections and assists in ensuring compliance with all Company, OSHA and EPA rules and regulations.
- Schedules and assists with on-site training.
- Keeps informed of company policies and procedures.
- Receives and carries out instructions.
- Maintains regular and predictable attendance.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write, talk, see and hear.
- Ability to add, subtract, multiply and divide.
- Ability to lift and/or move up to 50 lbs. as required.
- General knowledge and proficient use of a computer and computer programs.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree (B.A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License

I have read and understand the functions of this position as defined above.

Employee/Applicant Signature

Employee/Applicant's Printed Name

Date

This Job Description is intended to describe the general nature and the level of work being performed by employees assigned to this classification. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

