



GREATER PEORIA MASS TRANSIT DISTRICT

Director of Maintenance

Greater Peoria Mass Transit District (CityLink) has an immediate opportunity open for a Director of Maintenance. This dynamic and organized individual will be responsible for the overall management of the Maintenance department which includes managing and evaluating the staff; the budget, contractor relationships, the fleet, grounds, and facilities maintenance programs by performing the following duties:

- Manages and supervises staff
- Oversee purchasing and inventory of all parts and fuel
- Assists and writes scopes of work for larger purchases
- Supervises the maintenance and repairs of GPMTD vehicles, equipment, grounds, and facilities
- Prepares, administers, and monitors the department budget
- Prepares work orders and coordinates work with internal employees and/or external contractors or vendors
- Participates in preparing bid specifications for equipment, vehicles, grounds, and facilities for purchases
- Participates and leads a variety of department meetings in order to receive and/or convey information

Skills/ Knowledge Required:

- Strong skills and proficiency with Microsoft Office programs (Word, PowerPoint and Excel)
- Excellent analytical skills and ability to interpret and communicate data to various levels of staff
- Advanced skills in project management and problem solving
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction
- Ability to prioritize, multi-task and maintain flexibility in a fast-paced environment
- Managerial principles;
- Vehicle and equipment repair techniques and practices;
- Applicable vehicle and equipment standards in assigned area of responsibility
- Bidding processes and procedures;
- Preparing and monitoring budgets;
- Preparing bid and technical specifications;
- Reading and comprehending technical repair manuals
- Occupational hazards and safety precautions

Training and Experience:

Associate degree or two-year technical certificate in automotive repair, mechanics, or related field and 5 – 8 years of maintenance and supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Please send a resume and a completed CityLink application to swilliams@ridecitylink.org. CityLink applications can be completed online at www.ridecitylink.org or a paper form can be printed from the CityLink website or picked up in person at 2105 NE Jefferson Ave Peoria IL.

CityLink is an **Equal Opportunity Employer**.