



COLUMBUS CONSOLIDATED GOVERNMENT  
invites applications for the position of:

# Maintenance Manager - G20 - TRANSPORTATION

An Equal Opportunity Employer

**SALARY:** \$1,799.62 Biweekly  
\$46,790.23 Annually

**OPENING DATE:** 03/06/19

**CLOSING DATE:** Continuous

**MAJOR DUTIES AND RESPONSIBILITIES:**

Supervises the maintenance division; prepares performance evaluations; supervises inmates; provides maintenance assistance for three parking garages; prepares Metra's annual maintenance budget. Collects, analyzes, and evaluates maintenance data. Manages the maintenance division budget. Reviews the preventive maintenance program and shop facilities; develops short- and long-range maintenance plans and programs. Writes vehicle specifications for purchases; prepares specifications for the bid process. Oversees the removal of all revenue from vehicles; classifies and disposes of equipment as required. Maintains an inventory of repair parts and supplies; ensures the annual parts room audit and inventory is completed. Repairs and maintains all METRA buses, other vehicles, and equipment. Monitors the court-assigned community service program. Provides formal maintenance instruction to maintenance personnel; monitors the maintenance training plan; develops and implements training programs on new vehicles, equipment, and methods; plans, develops, organizes, and conducts training for maintenance personnel in the proper service, repair, and maintenance of buses and support vehicles. Ensures that the division complies with established federal, state, and local laws. Conducts continuous improvement projects in the area of maintenance. Conducts needs assessments and analysis; serves as a resource to maintenance management on safety, technical proficiency, and productivity issues. Provides administrative support to Homeland Security Office in the event of an emergency. Routine administrative approvals in the absence of the Deputy Transportation Director. Performs other related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of management and supervisory techniques. Knowledge of general maintenance. Knowledge of budget planning principles. Knowledge of parts and parts requisition procedures. Knowledge of training techniques. Skill in providing customer service. Skill in oral and written communication.

**MINIMUM EDUCATIONAL AND TRAINING REQUIREMENTS:**

Bachelor's Degree in Business Administration or related field is required. Experience sufficient to thoroughly understand the work of subordinate positions and to be able to answer questions and resolve problems, usually associated with one to three years experience or service. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

**PHYSICAL REQUIREMENTS:**

The work is typically performed while intermittently sitting, standing, or walking. The employee occasionally lifts light objects and uses tools or equipment requiring a high degree of dexterity.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.columbusga.org/>

Job #2019-0000046  
MAINTENANCE MANAGER - G20 - TRANSPORTATION

OUR OFFICE IS LOCATED AT:

3/6/2019

Job Bulletin

100 10th Street, West Wing, 1st floor  
Columbus, GA 31902  
706-653-4059  
[humanresources@columbusga.org](mailto:humanresources@columbusga.org)

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