

TITLE: SERVICE MANAGER

STATUS: FULL TIME EXEMPT POSITION:

REPORTING RELATIONSHIPS:

- Reports To: Operations Manager
- Supervisory: Yes

JOB SUMMARY:

- Position is responsible for all fleet maintenance and vehicle conditions. Position is responsible for ensuring that regular preventative maintenance is performed, as well as, other major/minor repairs. He/she supervises and directs all mechanics and evaluates their performance and skill. The Service Manager performs complex technical and administrative work establishing the maintenance program for the servicing, maintenance and repairs of all automotive, transit equipment and property; executes related work as required.

FUNCTIONS AND RESPONSIBILITIES:

- Plans, organizes and delegates the work to all maintenance employees in order to maintain Automotive, Transit equipment and property.
- Directs and processes parts receivable.
- Validates storing and distribution of an inventory of equipment, supplies and spare parts.
- Guides and coordinates the administrative operations.
- Supervises and inspects major repair, overhaul and maintenance jobs on equipment performed by shop personnel and private contractors.
- Provides technical advice to mechanics.
- Determines the necessity and feasibility of major repairs on individual pieces of equipment.
- Recommends purchase of new automotive equipment and of shop equipment and supplies.
- Assigns and reviews specifications for recommended purchases.
- Prepares maintenance regular and special reports.
- Sorts, organizes and monitors various expenditures and other maintenance-related records.
- Hires, trains and manages the work of all personnel connected with the maintenance department.
- Maintains an adequate work force to ensure shop activities are conducted in an efficient, optimal manner.
- Other duties as directed.

SKILLS, KNOWLEDGE AND ABILITIES:

- High school Diploma or equivalent maintenance management experience
- Must have at least five years' experience in fleet maintenance management.
- Minimum of five years supervisory experience.
- Strong working knowledge of computers and computerized maintenance management and inventory control systems.
- Excellent written and oral communication skills.
- Must be a team player.
- Experience with alternative fueled vehicles considered a plus.
- Comprehensive knowledge of the principles and practices of automotive repair shop management.

- Comprehensive technical knowledge of the characteristics and maintenance needs of a wide variety of transit and mechanical equipment.
- Comprehensive knowledge of the hazards and safety precautions of shop operations.
- Comprehensive knowledge of business practices applicable to garage management and the ability to perform all duties of subordinates.