

JOB DESCRIPTION – TRANSPORTATION SERVICES

- I. **POSITION TITLE:** Vehicle Maintenance Manager
- II. **PROGRAM COMPONENT:** BGCAP Transit—Central Office
- III. **SUPERVISOR:** Senior Compliance and Driver Manager
- IV. **JOB SUMMARY:** Salaried position responsible for revolving duties involving BGCAP Transit operational functions including vehicle maintenance and repair, and primary contact for provider/subcontractor/vendor functions. Must maintain compliance across all vehicular budgets and required documentation. Required to carry and use an afterhours cell phone and other technology.
- V. **DUTIES AND RESPONSIBILITIES:**
1. Manage BGCAP Transit and Agency capital and operational equipment maintenance and repair planning.
 2. Responsible for management of Vehicle maintenance budgets and compliance across the BGCAP Fleet.
 3. Responsible for managing transportation maintenance and repair of BGCAP Fleet utilizing automated software system.
 4. Ensure documentation for vehicle maintenance is complete, accurate, and in compliance.
 5. Respond to clients, providers, drivers, and all other staff to communicate always in a courteous, and professional manner.
 6. Oversee all vehicle inspections, and DOT or vehicular related tasking regarding BGCAP Fleet and the Subcontractors' Fleets.
 7. Ensure that all related records and documentation are complete and accurate and submitted on a timely basis.

(THIS JOB DESCRIPTION MAY NOT COVER ALL NON-ESSENTIAL DUTIES OF THE POSITION.)

- VI. **POSITIONS SUPERVISED:** None.
- VII. **QUALIFICATIONS:** High School Diploma or Equivalent required. Two (2) years general office clerical and/or mechanical experience is required. Geographical knowledge of operations area is a must. Outstanding communication and computer skills. Cellular Telephone, internet access, and a valid email address is required. Must have a valid Kentucky Driver's License. Basic knowledge of vehicle maintenance needs is a must.
- VIII. **PHYSICAL DEMANDS:** Extended periods of sitting. Repetitive movements such as bending, stooping, and climbing stairs. Fine motor skills such as typing are required.

IX. JOB DESCRIPTION AND ACKNOWLEDGEMENT:

I have received a copy of my job description and state that I have read and fully understand the requirements and agree to abide by its requirements and will perform all duties and responsibilities to the best of my ability.

I certify that at this time, I know of no limitations which would prevent me from performing these functions. I understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these activities.

I understand that this description is intended to be a general statement concerning this position and is not to be considered a detailed assignment. It may be modified by my employer as need arises.

I further certify that this job description was orally reviewed with me and I have been given the opportunity to ask questions of my employer concerning these matters and this job description will be a basis for evaluating my performance. I understand that failure to meet the job requirements could result in termination of my employment.

The above duties and responsibilities have been explained in detail.

Employee's Printed Name

Employee's Signature

Date

Signature Supervisor

Date