

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: MANAGER, TRANSIT SHOP

Reports To: Designated Supervisor

UW Job Code: 6044

UW Job Family: 61 – Crafts/Trades Supervisory

SOC Code: 49-1011

FLSA: Exempt

Pay Grade: 21

Date: 5-24-12

JOB PURPOSE:

Manage and oversee all operations of the Transit Shop including repairs, preventive maintenance, inventory, safety inspections and personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage the daily operational functions of the Transit Shop.
- Supervise, repair, and provide preventive maintenance for UW Transit and Parking Services. Provide technical instruction, evaluate and coach employees as required, and participate in the disciplinary process.
- Formulate policies and make recommendations for implementation.
- Ensure that preventive maintenance program meets all standards set by DOT, FTA and other policies as required. Identify the need for and implement employee training, shop safety standards, tool inventory and accountability procedures.
- Inspect, test, diagnose, and repair diesel and/or gas vehicles and equipment. Inspect vehicle components, parts, and accessories to ensure safe operation that is compliant with all DOT, FTA, and ADA regulations. Adhere to safety and preventative maintenance standards and procedures.
- Administer and enforce university, city, county, state, and federal regulations and policies directly related to the Transit Services' functions.
- Provide liaison representation and initiate problem resolutions between city, county, state, and federal officials, vehicular vendors, and university customers.
- Supervise staff, make hiring recommendations, train, evaluate, advise, and assist appointing authority with discipline process.
- Prepare and maintain all work orders, defect reports, and warranty claims. Provide regular reports to management on repair and maintenance costs, miles, hours, etc. Perform associated accounting duties as required.
- Coordinate repairs, manage inventory, diagnose and repair diesel/gasoline-powered buses.

SUPPLEMENTAL FUNCTIONS:

- Travel occasionally as related to vehicle breakdowns, investigation of traffic accidents, conferences, or meetings.
- Maintain shop cleanliness.
- Serve as a member of various committees as required.
- Assist with procurement and developing equipment specifications.

COMPETENCIES:

- Delegating Responsibility
- Integrity
- Safety Awareness
- Meeting Membership
- Quality Orientation
- Analysis/Problem Identification

MINIMUM QUALIFICATIONS:

Education: **Vocational School, On-the-Job Experience, or Associate's degree**

Experience: **5 years work-related experience**

Required licensure, certification, registration, or other requirements:

- **Valid Wyoming driver's license is necessary**
- **Must be able to obtain a Wyoming commercial driver's license (CDL) after employment**
- **Requires ASE Certifications in Medium/Heavy Truck and/or ASE Transit Bus**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- DOT, FCC, NMAC, FTA, WYDOT, OSHA and NTSB regulations pertaining to the day-to-day operation of a transit bus shop.
- Problem resolution techniques.
- University, city, county, state and federal regulations as related to Transportation and Parking Services functions.
- Transit bus, diesel/gas, and medium/heavy truck repairs and maintenance.
- Contract documentation and specifications.
- Vehicle procurement, management and disposal procedures and regulations.
- Planning and scheduling techniques.
- Federal, state and local safety regulations, protocols, and/or procedures.
- Faculty and/or staff hiring procedures.
- MS Office and/or comparable productivity software.
- Business and operational aspects of running a shuttle-based public transportation system.

Skills and Abilities to:

- Manage projects, priorities, and time to meet demanding and conflicting deadlines.
- Plan, organize and coordinate the operations of a fleet rental program.
- Plan, organize and coordinate the operations of an automotive repair and maintenance shop.
- Resolve, implement and enforce safety programs.
- Prepare and manage budgets.
- Communicate effectively, both orally, interpersonally, and in writing.
- Resolve problems and conflicts.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Foster a cooperative work environment.
- Examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies and procedures.
- Manage development and performance of employees.
- Provide excellent customer service.
- Analyze and interpret financial and operational data and prepare business reports, projections, and recommendations.
- Develop and maintain recordkeeping systems and procedures.

WORKING CONDITIONS:

Garage/office environment; regular exposure to fumes and noise; occasional exposure to mechanical or electrical hazards in garage area; and occasional travel with exposure to weather or traveling hazards. Routine exposure to video terminal displays.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.