



JOB POSTING 2026-24

CLOSING DATE: OPEN UNTIL FILLED

Job Title: Assistant Director of Vehicle Maintenance

FLSA Status: Exempt

Work Location: 5658 Bear Lane/Various Locations

Department: Vehicle Maintenance

Reports To: Director of Maintenance

Grade: 34 **Salary:** \$48.30 - \$78.72
(Min-Max)

Work Schedule: Monday – Friday 8:00 am – 5:00 pm

General Summary: Under the general direction of the Director of Vehicle Maintenance, assist in managing the CCRTA vehicle maintenance and inventory management programs along with oversight of contracted vehicle maintenance services. The scope of programs includes servicing, preventive maintenance, predictive maintenance, managing the repair of all CCRTA vehicles, and budget development and administration.

Essential and Marginal Duties and Responsibilities: Essential and other important responsibilities and duties that must be performed, with or without reasonable accommodation, may include, but are not limited to, the following:

- Assist in planning and monitoring vehicle services, preventive maintenance, and repair programs for all CCRTA vehicles and buses.
- Routinely apprise the Director of Vehicle Maintenance about fleet readiness and other department issues affecting CCRTA service delivery.
- Through subordinate management/supervisory staff, schedules and monitors all department activities to assure timely workload accomplishment and delivery of maintenance services to all internal and external customers.
- Assist in performing justification and cost analyses for material and equipment procurements.
- Perform trend analysis for various bus performance and maintenance issues and related expenses.
- Develop and implement standard operating procedures for bus maintenance associated with known best practices.
- Assist with all departmental activities in budget cycle requirements and in the acquisition of goods and services.
- Assist in preparing proposals for employee training needs and equipment upgrades.
- Review and make recommendations on scope of work and specifications for major procurements related to maintenance operations.
- Prepare monthly, quarterly, and annual maintenance reports.
- Maintain data and operational records; analyze problems and develop appropriate recommendations for the Director of Vehicle Maintenance.
- Assist with the development of departmental safety, environmental, and productivity-enhancing incentive programs.
- Assist with the establishment of programs, policies, and procedures to attract, develop, and retain a competent and motivated workforce, including but not limited to recruitment, training, performance management, awards, counseling, discipline, grievances, and appeals.
- Assure timely and assertive responses to quality assurance inspections and findings.
- Assist the Director of Vehicle Maintenance with oversight of contracted vehicle maintenance services.
- Assist with short- and long-range planning activities covering all aspects of departmental operations.
- Maintain open and effective lines of communication with CCRTA peers, superiors, subordinates, and customers regarding status and progress of departmental activities, assuring timely consultation on priority items, actions, and other matters of mutual concern.
- Assist in special projects as directed.
- Advise the Director of Vehicle Maintenance and the Managing Director of Operations of any major incidents or accidents which would create or cause a loss of service or safety-related issues for personnel.
- Wear personal protective equipment and comply with safety regulations.

- Maintain confidentiality regarding all CCRTA-related business information and personnel issues.
- Manage designated staff
- Perform employee counseling and development sessions with staff.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Participate in leadership development programs as identified by the CCRTA.
- Assume the duties and responsibilities in the absence of the Director of Vehicle Maintenance.
- Perform other job-related duties and responsibilities as assigned.

Qualifications include:

Knowledge, Skills & Abilities:

- Knowledge of best practices in bus fleet management, including ground transportation fleet maintenance and material management requirements, practices, and processes.
- Knowledge of alternative fuel/CNG technologies, vehicle maintenance and repair principles, procedures, methods, techniques, and the proper use of testing equipment and specialized tools.
- Knowledge of environmental, DOT, and FTA safety laws and regulations, with the ability to interpret and ensure compliance with applicable regulatory requirements.
- Understanding of budget development and capital procurement practices and procedures.
- Effective organizational, training, and time management skills, with the ability to analyze data, apply critical thinking, and perform duties in both office and industrial shop environments.
- Promote a positive work environment while delivering courteous and professional service to employees and customers.
- Work immediately before, during, or immediately after an emergency as required as part of the CCRTA's Emergency Response Team to provide emergency services to the general public during emergency situations.
- Exercise independent judgment and responsible decision-making.
- Ability to prepare and deliver effective presentations to the Board of Directors and other parties.
- Demonstrate experience providing strategic direction for major programs and ensuring alignment with the agency's mission and goals.
- Demonstrate understanding of program goal setting, performance monitoring, trend analysis, and implementing appropriate corrective action.
- Demonstrate strong analytical, problem-solving, and negotiation skills, preferably in an environment with multiple departments and dispersed personnel.
- Demonstrate excellent interpersonal, team building, leadership, and coaching skills while fostering a collaborative and positive work environment.
- Communicate in English effectively, verbally, and demonstrate superior written communication skills, understanding, and following oral and written instructions.
- Maintain a dependable attendance record.
- Comply with CCRTA policies and procedures.
- Proficiency in Microsoft Excel, Word, PowerPoint, Access, and other standard office software, with knowledge of modern office procedures, methods, and office equipment.

Experience and Training Requirements:

This position requires any equivalent combination of the following training, education, and experience that provides the individual with the required knowledge, skills, and abilities to perform the job.

- **Education:** Bachelor's degree – preferably in a field related to Mechanical Engineering, Industrial Engineering, or Business Administration.
- **Experience:** Minimum of five (5) years of experience in fleet maintenance, including three (3) years of supervisory experience.
- **License or certificate:** Must possess a valid Texas Driver's License on the date of application as required for position. Ability to obtain a Commercial Driver's License within 60 days of employment as required for the position to operate CCRTA vehicles.

- **Other Requirements:** Must be at least 18 years of age. Any job offer and continued employment are contingent upon completing and passing a pre-employment job agility evaluation, Department of Transportation physical, drug and alcohol screen, and background investigation with not more than two moving violations or accidents in the past three years, no more than one DWI/DUI in a lifetime, and no DWI/DUI in the past five years.

Physical Requirements:

Standard physical activity includes, but is not limited to, sitting, standing, and walking activities. Essential & marginal functions require maintaining physical conditions necessary to carry/lift/push or pull loads up to 25 lbs.

Working Conditions:

While performing the duties of this job, the employee will predominantly work in an office environment that is in CCRTA's maintenance area. The employee is exposed to extreme weather conditions and to wet and/or humid conditions; moving mechanical parts; high, precarious places; and high noise levels. The employee will work in an environment where there is risk that they will be exposed to chemicals and fumes. An average amount of overtime and extended work hours are required. The noise level in the work environment is moderate to high.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. It is CCRTA's business philosophy and practice to provide reasonable accommodation to the known physical or mental disabilities of qualified individuals, according to applicable state and federal law. It may be made to enable individuals with disabilities to perform essential functions. To request reasonable accommodation regarding your application for employment or the performance of the essential functions of your job, please contact the Human Resources Department at (361) 903-3524.

CCRTA is proud to be an Equal Employment Opportunity Employer, supporting diversity in the workplace.

M/F/D/V