



(509) 525-9140 • FAX (509) 525-9142 • www.valleytransit.com

1401 West Rose, Walla Walla, WA 99362

Dear Applicant:

Valley Transit is seeking an Assistant Maintenance Manager to provide assistance with daily maintenance operations; to plan, direct and coordinate staff activities to maintain all vehicles and Valley Transit assets. The assistant manager shall provide direction and leadership to the Maintenance Department staff as well as develop and maintain an atmosphere of cooperation and teamwork.

This packet contains a job description, application, and a voluntary personal information form to complete. If you decide to apply, you will need to provide a complete work history and explain any gaps in employment.

The salary range for this position is \$38.97 to \$51.04 per hour. Information on Valley Transit's benefits package can be found in the attached job description.

Satisfactory completion of a pre-employment drug/alcohol screen and criminal background check is a condition of employment for this position with Valley Transit.

Return your completed application and cover letter to our Main Office at the address above or by e-mail to melanie@valleytransit.com. This position is open until filled. Successful applicants will be contacted to proceed to the next level in our hiring process.

Thank you for your interest in Valley Transit employment. We look forward to hearing from you.

Sincerely,

Melanie Hall
Human Resources Manager

Valley Transit

Job Description for

Assistant Maintenance Manager

Department: Maintenance
Reports To: Fleet, Facilities and Special Projects Manager
FLSA Status: Exempt Salaried Employee

SUMMARY

The Assistant Maintenance Manager assists the Fleet, Facilities and Special Projects Manager by overseeing daily maintenance operations; to plan, direct, and coordinate staff activities to maintain all vehicles and Valley Transit assets. The assistant manager shall provide direction and leadership to the Maintenance Department staff as well as develop and maintain an atmosphere of cooperation and teamwork.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide leadership and direction to departmental staff including coordination of work throughout the department; prioritize and assign work; provide input for staff performance evaluations; ensure employees follow policies and procedures; and assist with hiring, termination, and disciplinary decisions and recommendations.
- Maintain accurate records of vehicle repairs, road calls, facility maintenance, preventative maintenance inspections, parts inventory, fuel and fuel usage, tires, personnel, contractors, and other maintenance activities. Prepares reports as required and/or requested.
- Coordinate with other department managers; communicate with community and other transit agencies; and the general public to exchange information, coordinate activities and resolve problems and issues.
- Provide appropriate staff development and training opportunities.
- Develop and implement work schedules in response to maintenance needs; review repair orders to determine work priorities; adjust and revise work priorities and schedules as needed.
- Assists in scheduling repairs, maintenance, and installation of vehicles, machines, tools, and equipment to ensure continuous operations.
- Oversee the day-to-day implementation of the preventative maintenance program.
- Coordinate activities of workers making vehicle repairs, fabricating or modifying machines, tools, and equipment to maintain or produce transit assets.

- Assist in the development of the preventative maintenance program (TAMP).
- Review production, quality control, and maintenance reports and statistics to plan and modify maintenance activities.
- Inspect transit system vehicles, equipment, and facilities for conformity with operational standards.
- Assist in the planning, development, and implementation of new methods and procedures designed to improve operations, minimize operating costs, and effect greater utilization of labor and materials.
- Prepare a variety of reports, documents and correspondence.
- Confers with Fleet, Facilities and Special Projects Manager to resolve maintenance problems and recommend measures to improve operations and conditions of vehicles, equipment, and facilities.
- Assists with the Fleet, Facilities and Special Projects Manager with FTA-required plans such as the Transit Asset Management Plan (TAMP) and the Public Transit Agency Safety Plan (PTASP).
- Perform all safety and health responsibilities for Workgroup Members as detailed in the PTASP.
- Establishes and maintains effective interpersonal business relationships.
- Assist in the preparation of the department budget and monitor the expenditure of funds in the budget; review, analyze and interpret statistical and performance information from a variety of sources; and identify and investigate maintenance improvement opportunities.
- Demonstrate regular and punctual attendance.
- Other duties as assigned by the Fleet, Facilities and Special Projects Manager.

SUPERVISORY RESPONSIBILITIES

Supervises employees in the Maintenance Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty to agency standards. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree (AA) or equivalent from a two-year college or technical school; or three-five years related experience and/or training; or equivalent combination of education and experience and a minimum of three years of progressively responsible experience involving supervision of staff and/or management of public transit programs. Experience in automotive, diesel or transit repair and maintenance industries and knowledge of compressed natural gas vehicle fuel systems, natural gas compression, storage and dispensing systems, principles of electricity, battery electric vehicles, battery electric vehicle charging systems, and first-line supervision techniques are desirable.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, elected officials, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess (or be able to obtain within 30 days of appointment to position) and maintain a valid Class "B" Commercial Driver's License, Washington or Oregon, with passenger and air brake endorsements. Must possess a Freon Handler Card. ASE Certifications are highly desirable.

OTHER SKILLS AND ABILITIES

Ability to operate a personal computer including the ability to learn and operate standard business software (word processing and spreadsheet), fleet maintenance software, and inventory control software. Ability to use a laptop computer with diagnostic software to troubleshoot, program and evaluate vehicle and component control systems. Ability to read, interpret and diagnose based on technical schematics (e.g., vehicle electrical schematics).

ESSENTIAL FUNCTIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. Must be physically capable of spending approximately one-fifth of the workweek filling in for mechanics on leave or periods of maximum workload, performing all types of bus repairs.

Must be able to perform the duties of this safety-sensitive position without imposing an undue risk of harm to the health and safety of self, other employees, or the public. As such, the employee will be subject to random drug and alcohol testing. All employees must abide by Agency policies, rules and regulations. If a job offer is extended, employment will be conditioned upon successful completion of a pre-employment physical including a drug and alcohol test.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts. The employee is frequently exposed to fumes or airborne particles and risk of electrical shock. The employee occasionally works in high, precarious places and in outside weather conditions and is occasionally exposed to toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate.

WAGES AND BENEFITS

The salary range for this position is \$38.97 to \$51.04 per hour.

Valley Transit provides “employee-only” fully paid premiums for medical, dental, life and long-term disability through the Public Employees Benefits Board (PEBB). Qualifying dependents may be enrolled at the employee’s expense, these premiums are determined annually subject to the Employer Contribution Cap and Employer Pooling Assistance. A \$24,000 Basic Life insurance policy is provided through the Washington Counties Insurance Fund. Employer and employee contributions are made to the State of Washington Public Employees Retirement System (PERS). Employees have the option to enroll in the State of Washington Department of Retirement System’s deferred Compensation program. Employees also have the option to enroll in additional benefits which include Employee-Paid Long-Term Disability, Employee-Paid Flexible Benefits through American Family Life

Assurance Company (AFLAC) and additional Employee-Paid Life Insurance coverage through MetLife.

Valley Transit grants annual paid vacation to regular full-time employees which starts at 8 hours per month and increases with continuous employment. All Employees are eligible to accrue Washington Paid Sick Leave at a rate of 1 hour for every 40 hours worked, in addition, full-time employees will accrue Valley Transit Paid Sick Leave at a rate of .02115 per eligible paid hour. Employees will also receive six (6) paid Holidays and three (3) paid Floating Holidays each calendar year. The number of paid Floating Holidays increases with continuous employment.

Valley Transit provides limited reimbursement for the purchase of job-related clothing and supplies depending on the job classification.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

1401 West Rose Street
Walla Walla, WA 99362



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EMPLOYMENT APPLICATION (09-2022)

INSTRUCTIONS

An incomplete application may disqualify you from further consideration. 'SEE RESUME' will not be accepted

Valley Transit is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. Valley Transit follows the requirements of the "Fair Chance Act", under RCW 49.94. Valley Transit will not inquire about prior arrests and convictions until after determining if an applicant is otherwise qualified for the position for which the applicant applies, except as allowed under RCW 49.94.10.

APPLICANT INFORMATION

Position Applied For:		Wage or Salary desired? \$	
Having reviewed the recruitment announcement and the position description, are you able to perform the essential functions of the position for which you are applying, with or without accommodation?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Last Name:	First Name:	M.I.:	
Mailing Address:			
City:	State:	Zip Code:	
Phone:	Email:		
Are you authorized to work in the U.S. on an unrestricted basis? YES <input type="checkbox"/> NO <input type="checkbox"/>	Are you over 18 years of age? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Have you ever worked for Valley Transit? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, provide position(s), date(s) of employment, and why you left Valley Transit.			
Are you related to/in a relationship with any current Valley Transit employee that could result in a conflict of supervision if you were subsequently hired? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, provide name and relationship with employee(s).			
Are you willing and able to work the following hours and/or days (as required by the position for which you are applying)? Check all that apply.	Full-Time <input type="checkbox"/>	Weekends <input type="checkbox"/>	
	Part-Time <input type="checkbox"/>	Holidays <input type="checkbox"/>	
	Overtime <input type="checkbox"/>	Split Shifts <input type="checkbox"/>	
	Evenings <input type="checkbox"/>	Irregular Hours <input type="checkbox"/>	

EMPLOYMENT REFERRAL SOURCE

How did you learn of this employment opportunity?

MILITARY SERVICE

Branch:	From: (MM/YY)	To: (MM/YY)	Rank at Discharge:
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TRAINING/PROFESSIONAL CERTIFICATION

Please list any training (including the number of hours) you have attended and any professional certifications that are relevant to the position for which you are applying.

EDUCATION

High School:		City, State:
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	If NO, do you have a GED/equivalent? YES <input type="checkbox"/> NO <input type="checkbox"/>	
College:		City, State:
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	If YES, degree/certification earned: If NO, number of credits earned:	
Other Training/Education:		

EMPLOYMENT HISTORY

Please provide your chronological work and relevant volunteer history for the previous 10 years (do not use "See Resume").

Current or Most Recent Employer:		
Address:		Phone:
Date Started:	Date Left:	Hours Per Week:
Name and Title of Supervisor:		
Description of Duties:		
Reason for Leaving:	May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Previous Employer:		
Address:		Phone:
Date Started:	Date Left:	Hours Per Week:
Name and Title of Supervisor:		
Description of Duties:		
Reason for Leaving:	May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Previous Employer:		
Address:		Phone:
Date Started:	Date Left:	Hours Per Week:
Name and Title of Supervisor:		
Description of Duties:		
Reason for Leaving:	May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/>	

Previous Employer:		
Address:		Phone:
Date Started:	Date Left:	Hours Per Week:
Name and Title of Supervisor:		
Description of Duties:		
Reason for Leaving:	May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Previous Employer:		
Address:		Phone:
Date Started:	Date Left:	Hours Per Week:
Name and Title of Supervisor:		
Description of Duties:		
Reason for Leaving:	May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/>	
EMPLOYMENT GAPS AND OTHER INFORMATION		
Please explain any gaps of employment and attach additional pages as necessary.		
DISCLAIMER AND SIGNATURE		
<p><i>I certify that the facts set forth in this Employment Application are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize Valley Transit to make an investigation of any of the facts set forth in this application.</i></p> <p><i>I understand that employment at Valley Transit is "at will," which means that either I or Valley Transit can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of Valley Transit, other than the General Manager has any authority to alter the foregoing. I also understand that this application and all submitted attachments become the property of Valley Transit.</i></p>		
Signature: _____ signed electronically		Date: _____
ADDITIONAL INFORMATION		
Please note that contact is made PRIMARILY THROUGH EMAIL, so be sure to check your email often, including your "junk" email to prevent you from missing a communication from Valley Transit regarding your application. Your patience during the selection process is appreciated. Thank you for your interest and best wishes.		



Applicant Voluntary EEO Self Identification Form

Valley Transit is an equal employment opportunity employer. Discrimination in employment is prohibited under Washington State Law, Title VII of the Civil Rights Act of 1974, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. As an equal employment opportunity employer, Valley Transit is committed to providing a work environment free from any form of discrimination.

For the purpose of effectively implementing Valley Transit's Equal Employment Opportunity Program, we would appreciate your assistance in providing the information listed below. This information will enable Valley Transit to evaluate its recruitment process in light of State and Federal equal employment opportunity laws.

Completion of this form is voluntary.

THIS FORM WILL BE SEPARATED FROM YOUR APPLICATION PACKET PRIOR TO THE APPLICATION SCREENING PROCESS.

Position applying for:

Date:

Name (First, MI, Last):

Gender: Male Female I do not wish to disclose this information

Definitions of race/ethnicity are on the next page (*as defined by the Equal Employment Opportunity Commission*).

Race/Ethnicity Identification Categories (choose one):

White/Caucasian

Black/African American

Native Hawaiian/Pacific Islander

Asian

Hispanic/Latino

American Indian/Alaskan Native

Two or more races

I do not wish to disclose this information

Definitions of Race/Ethnic Categories:

Hispanic or Latino: a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race

White or Caucasian: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

Black or African American: A person having origins in any of the black racial groups of Africa

Native Hawaiian or Other Pacific Islander: A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

American Indian or Alaska Native (not Hispanic or Latino): a person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment

Two or More Races: All persons who identify with more than one of the above races