

# GRAYS HARBOR TRANSIT

Hoquiam, Washington

## MAINTENANCE MANAGER

**\$69,359 - \$107,598**

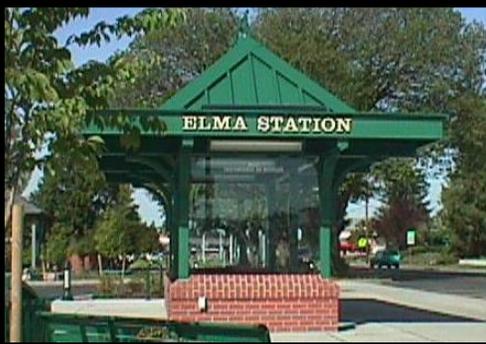
*Plus Excellent Benefits*

*Apply by*

**April 18, 2021**

*(First Review, open until filled)*

***P*ROTHMAN**



**WHY APPLY?**



Grays Harbor Transit is a well-established organization with a supportive board of directors and dedicated staff who prides themselves on providing a critical service to the community from an agency that is highly regarded in the region it provides services to. If you are interested in the rewarding experience of working in a transit agency which, though modest in size, has a significant impact on the lives of area residents, this is a great opportunity to make a difference.

**THE REGION**

Initially inhabited by the Quinault Indians, the first permanent settlers in the Grays Harbor area were farmers in the 1850s. With rich natural resources, it was only a matter of a few decades before large lumber mills, boat-building businesses, canneries, and machine shops sprung up. Timber, though it has declined since the 1980s, is still one of the area’s main economic drivers.

Twenty miles inland at the confluence of the Chehalis and Grays Harbor Bay, lie the contiguous cities of Aberdeen, Hoquiam and Cosmopolis. This triad of cities forms the commercial and industrial core of Grays Harbor County and almost half of Grays Harbor’s 75,000 residents live here. While Olympia is less than an hour away, and Seattle is less than two hours away, most necessary services are ably provided right in the Harbor. The towns have compact, walkable downtowns that are not far from gracious turn of the century homes in good neighborhoods.



Grays Harbor is bordered by several state parks that overlook the Pacific Ocean and offer camping, beachcombing, wooded trails and wildlife viewing. The area offers many other outdoor activities, including golfing, boating, fishing, hiking, and swimming. Ocean Shores and the small community of Seabrook to the north have both been voted two of Washington's top family vacation spot for several years, and together attract more than 4 million visitors each year.

**THE AGENCY**

Grays Harbor Transportation (GHT) provides public transportation services throughout Grays Harbor County in Southwest Washington State. Services include fixed routes, specialized door to door van service for the disabled, and a vanpool program. GHT serves the cities of Aberdeen and Hoquiam, as well as the smaller coastal towns and communities north as far as Taholah and as far south as Grayland. GHT also coordinates its services with West Jefferson Transit to the north for connections to Forks and Port Angeles, Pacific Transit at Aberdeen, Intercity Transit which serves Lacey, Olympia, Tumwater, and Yelm, and Mason Transit in Shelton.

GHT’s Operations and Maintenance facility is located in Hoquiam, Washington. GHT has an annual operating budget of \$12.1 million and currently employs 85 staff fulltime. Employees include operators, mechanics, customer service representatives, route maintenance workers, washer/fueler-detailers, supervisor, dispatchers, and administrative personnel. Many of these employees are members of the Amalgamated Transit Union (ATU), and 47 of GHT’s 85 employees are bus operators.

GHT receives the majority of its funding from a 0.7 percent countywide sales tax. On November 5, 2013, the voters of Grays Harbor County voted to increase sales tax in Grays Harbor County by 0.1 percent by a margin of 76% to help fund public transportation. Federal and State operating grants make up the remainder of operating revenue.

GHT properties include agency headquarters in Hoquiam, Aberdeen Station, Hoquiam Station, Montesano Station, and Elma Station. All but the Montesano Station provide park and ride spaces.

GHT provides over 200 bus stops throughout Grays Harbor County, 100 of these stops include a bus shelter. GHT's fleet includes 30 full size coaches ranging from 35 to 40 feet in length, 20 Specialized Transportation Minibuses and 23 Vanpool Vans. In 2019, GHT provided just over 795,000 fixed route boarding's, nearly 75,000 door-to-door service rides and over 50,000 vanpool rides.

GHTA is governed by a six-member Board of Directors. The Board is composed of three County Commissioners and three City Mayors, plus one non-voting member representing labor. Board relations are positive and productive, with Board Members expressing strong support for the work of the General Manager and staff, and the service provided to the County.

**THE POSITION**

Under the direction of the General Manager, the Maintenance Manager is responsible for all fleet and facility maintenance, and serves as the direct supervisor of Maintenance employees which include unskilled, semi-skilled, skilled and journey level maintenance personnel.



**Responsibilities include:**

- Responsible for overall management of Grays Harbor Transit owned and operated property, (including but not limited to buildings, transit centers, bus stops and shelters) and vehicle fleet, including acquisition, disposal/surplus, records management, maintenance and repair, and contracting of facility remodel, upgrade and general construction.
- Works independently within the framework of GHT policy, procedure and regulatory requirements to plan establish and schedule the priorities of the Maintenance Department.
- Prepares strategic plan to meet GHT fleet and facility needs. Develops and oversees department budget.
- Coordinates with Safety and Training Manager to ensure fleet and facilities maintenance department is in compliance with all local, state, and federal law, regulations and best practices. Assist with maintenance department emergency preparedness and response as directed by Safety and Training Manager.
- Ensures all maintenance personnel receive all required trainings (safety, refresher and professional). Oversees training and development of maintenance personnel and conducts periodic performance evaluations.
- Administers contract services for fleet maintenance/repairs, pest control, HVAC, janitorial and other facility maintenance services.
- Administers policies and procedures, including preventative maintenance, that ensures fleet and facilities are maintained in a safe and efficient manner, and meets or exceeds the requirements for federal, state, and local funding.
- Maintains appropriate records of fleet and facility and prepares reports as required or requested.
- Attends meetings, seminars, training, and events as requested by the General Manager.

## OPPORTUNITIES & CHALLENGES

1. Implement a plan to upgrade GHT's fleet with new vehicles, technology, automation, and restore services, and help design the organization's new main facility.
2. Adapt to the unknown challenges/impacts of COVID-19 on state and local budgets
3. Developing a staffing model and maintaining necessary staffing for operations and project needs.
4. Develop a training program for all maintenance personnel for upward mobility opportunities and Company needs.

## IDEAL CANDIDATE

### Education and Experience:

A bachelor's degree in public administration, fleet and facilities management or related field is required, along with 5 years of progressively responsible experience in fleet management sufficient to demonstrate complete competency and knowledge of the principles of managing a public transit system, and 3 years of experience supervising technical and/or journeyman-level trades personnel. Candidates must have possession of valid Washington State Motor Vehicle Operators license with a class B endorsement, passenger (P1) endorsement, and air brake restrictions removed. The selected candidate must be able to pass a Department of Transportation Physical and Substance Abuse test prior to employment.

**For more information,  
please visit:  
[www.ghtransit.com](http://www.ghtransit.com)**

### Necessary Knowledge, Skills & Abilities:

- Extensive knowledge of methods, materials, tools, and standard practices related to the maintenance and repair of heavy-duty vehicular equipment.
- Knowledge of and ability to learn rapidly and quickly the activities, policies, and procedures of GHT and of all applicable local, state, and federal laws, regulations, and procedures.
- Proficient in use of technology and MS Office Suite applications.
- Ability to operate computers and applicable software and diagnose problems.
- Ability to develop and produce reports and studies, prepare and direct preparation of comprehensive reports, budgets, materials, and correspondence, and to compile and analyze appropriate data as necessary.
- Ability to perform all duties and functions with a minimum of referral to others or the General Manager and to perform all tasks in a timely, efficient, and effective manner.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities.

### COMPENSATION & BENEFITS

- **\$69,359 - \$107,598 DOQ**
- Medical / Vision / Dental
- Life Insurance
- Vacation
- Holidays
- Sick Leave
- Employee Assistance Program
- Washington State PERS Retirement
- Voluntary Benefits

Grays Harbor Transit is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **April 18, 2021** (first review, open until filled). Applications will only be accepted electronically. To **apply online**, go to [www.prothman.com](http://www.prothman.com) and click on "**Open Recruitments**", select "**Grays Harbor Transit, WA – Maintenance Manager**", and click "**Apply Now**", or click [here](#).



**[www.prothman.com](http://www.prothman.com)**  
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