



METRO Regional Transit Authority Fleet Manager

SALARY	\$79,000.00 - \$81,005.00 Annually	LOCATION	416 Kenmore Blvd, Akron
JOB TYPE	Full-Time	JOB NUMBER	202600009
DIVISION	Operations	DEPARTMENT	Maintenance
OPENING DATE	04/10/2026	CLOSING DATE	5/10/2026 11:59 PM Eastern

Description

Department: Maintenance

Classification: Exempt

Safety Sensitive: Yes

Position Summary: The position is responsible for overseeing the operations of METRO's Maintenance Department and ensuring the safety of all equipment.

Reporting Relationships:

Reports to: Director of Asset Management

Direct Reports: Maintenance Foreman, Maintenance Administrator

Indirect Reports: Maintenance Mechanics, Vehicle Service Employees

Examples of Duties

Key Responsibilities

Leadership & People

- Lead, coach, and develop **Foreman**; ensure clear goals, accountability, and professional growth for **Maintenance Mechanics** and **Vehicle Service** staff.
- Build/Maintain staffing plans, shift coverage, and succession pipelines.
- Champion a safety-first culture; attend and conduct toolbox talks, safety stand-downs, and root-cause analyses for incidents.
- Input and oversee Fleet licensing, registration and Gov Deals sales and coordinate therein.
- Schedule work and PMs of vehicles.
- Supervise daily operation of Department.
- Fills in for Foreman and in their absence as needed.
- Resolves issues and quality control shop work.
- Provides training for foreman and employees as needed.
- Provides direction and support to foreman as needed.
- Interfaces with all facets of workflow and assist when needed
- Regular attendance is an essential function of this job.

- Performs other related duties as assigned and subject to change based on role needs.

Fleet Maintenance & Operations

- Own PM (preventive maintenance) program, corrective repairs, and inspections to achieve target KPI's.
- Assist in developing KPI standards and qualities.
- Standardize work instructions, and quality checks; implement 5S in shops.
- Oversee fueling, washing/detail, tire programs, oversee any new programs and workflow within.

Compliance & Safety

- Ensure full compliance with DOT, OSHA, EPA, and state/local regulations.
- Assist in maintaining auditable records (work orders, PM intervals, inspection logs, certifications) while keeping records clean and concise and work orders closed properly in a timely fashion.
- Conduct monthly compliance audits and corrective action plans based on KPI's designated.

Asset Strategy

- Maintain accurate asset registry (VINs, meters, warranty status); oversee telematics deployment and utilization.
- Approve major repairs vs. replace decisions.

Key Performance Indicators (KPIs)

Safety & Compliance

- Work order closure rate: **100%** within **24 hours** for safety-critical defects.
- Timely turnaround of long-standing work and/or extended repair issues.
- Maintain 0 safety incidents throughout shop.

Uptime & Quality

- Fleet availability:
- PM on-time completion: **(overdue miles)**.
- Repeat repair rate within 15 days.
- Average time to repair: set baseline and target a reduction metric.

Cost & Efficiency

- Ability to adapt to new FMS(Fleet management system) and create/adapt PM and warranty procedures.
- Track and maintain outside repairs and warranty
- Track and maintain non-revenue repairs, PMs, and needs.
- - Approving work orders and major repairs up to **\$10,000**; anything above requires finance approval.
 - Select vendors within approved list; negotiate within contract guidelines.
 - Hire/discipline in coordination with EEC; performance reviews for supervisors.
 - Approve parts inventory levels and special-order items if needed.
 - Authorization of purchase requests/orders as needed up to \$24,999.

Typical Qualifications

Qualifications

Position requires supervisory or equivalent experience: or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job. See qualities outlined below.

Required:

- 5–8+ years in fleet maintenance/management; 3+ years supervisory.
- Experience with Avail, telematics, and diagnostic tools.
- Strong knowledge of DOT, OSHA, EPA compliance and work order workflows.
- Financial acumen: budgeting, cost controls, vendor negotiations.
- Valid driver's license; ability to pass MVR and background checks.

Preferred

- ASE Master/Technician certifications or OEM training (diesel, EV, hydraulic, brake).
- Experience managing mixed fleets (Revenue/Non-Revenue/Unleaded/CNG/Electric).

Skills & Competencies

- Progressive managerial or like experience is heavily preferred.
- Leadership & coaching, conflict resolution, and performance management.
- Technical diagnostics, PM program design and implementation, and quality assurance.
- Vendor management and contract negotiation.
- Clear written/verbal communication; cross-functional collaboration.
- Ability to prepare clear and concise reports, correspondence and other written materials.
- Ability to speak effectively with individuals and small groups, and to respond to questions.
- Ability to deliver formal presentations.
- Ability to use spreadsheet, and selected job-specific hardware.
- Ability to use tact and discretion.
- Knowledge and understanding of transit bus maintenance.
- Ability to maintain issues confidentiality.

Administrative and Interpersonal Skills

- Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees and senior management, elected officials and vendors.
- Knowledge of administrative principles and practices including goal setting and goal implementation.

Cognitive Skills

- Ability to select and motivate staff.
- Ability to perform standard business arithmetic, including percentages and decimals.
- Ability to instruct, direct and train subordinate staff.
- Ability to understand and interpret complicated policies, procedures and protocols.
- Ability to provide for professional development of staff.
- Ability to interpret a variety of technical information with abstract and/or concrete variables.
- Ability to demonstrate conflict management skills, and handle mechanic/union grievances and complaints with minimal oversight.
- Knowledge of business letter writing.
- Knowledge of administration and supervision of staff and activities.
- Knowledge of methods and techniques of research and statistical analysis.

Leadership Skills

- Ability to establish and maintain effective working relationships with various departments, individuals, and other internal groups.
- Ability to plan, organize, assign, direct review and evaluate the work of the staff.
- Ability to deal courteously and diplomatically with the public.
- Ability to research compile and summarize a variety of informational and statistical data and material to determine problem scope.

Schedule & Working Conditions

- Full-time; may include early/late shifts to support coverage.
- On-call rotation for critical needs as needed.
- Frequent shop-floor presence; occasional field/site travel.

Expected Milestones

0-6 Months:

- Review and update all Preventative Maintenance (PM) procedures to ensure they align with manufacturer recommendations, safety regulations, and current fleet operating conditions. Implement the updated procedures to ensure consistent compliance and improved preventative maintenance practices.

- Improve maintenance workflow by ensuring all repair and preventative maintenance work orders are completed and closed in a timely manner with accurate documentation. Establish clear expectations for foreman/technicians regarding work order updates, parts usage, and repair notes, with a goal of **closing 95% of work orders within 24–48 hours of job completion** to maintain accurate fleet maintenance records and improve operational transparency.

6 Months – 1 year:

- Improve on-time Preventative Maintenance performance by reducing the number of overdue PM services, ensuring timely inspections and maintenance to prevent ongoing issues within the fleet and maintain overall reliability.
- Implement strategies to identify and address recurring mechanical issues contributing to road calls. Through improved PM practices, diagnostics, and repair follow-ups, **reduce road calls by 10-15% within the next 12 months.**

Supplemental Information

Core Values:

Safety

- Ensuring the safety of everyone.
- Promoting and showcasing safety as top priority.
- Believing that every accident can be prevented.
- Having a constant eye to safety in all aspects.
- Maintain shop 5S standard with cleanliness and organization.

Teamwork

- Demonstrate teamwork in and across all departments.
- Treating everyone with respect.
- Recognize that the team is greater, much more than the collection of the individual efforts.
- Hold a professional level of fairness and consistency between all employees.

People Centric

- Treating everyone fairly.
- Valuing everyone: coworkers, customers, each other, stakeholders.

Service Excellence

- Providing the best customer service to everyone both externally and internally.
- Routinely exceeding expectations.
- Serving our customers and each other.

Integrity

- Always demonstrating honesty, trust, character and fairness without compromising the truth.
- Showing high regard for civility, equity/fairness and human dignity.
- Having the courage to do the right thing.

Action Ready

- Sharing one goal, one mission.
- Keeping commitments.
- Giving more than is expected, willingly, without hesitation and without direction.

When applying, please provide any previous employer's contact information for up to the past 12 years.

Employer

METRO Regional Transit Authority

Address

416 Kenmore Blvd.

Akron, Ohio, 44301

Phone

3307620341

Website

<https://www.yourmetrobus.org>