



METRO Regional Transit Authority Maintenance Foreman

SALARY	\$41.64 Hourly	LOCATION	416 Kenmore Blvd, Akron
JOB TYPE	Full-Time	JOB NUMBER	202600023
DIVISION	Operations	DEPARTMENT	Maintenance
OPENING DATE	07/06/2026	CLOSING DATE	7/26/2026 11:59 PM Eastern

Description

Department: OPS Operations

Classification: Non-Exempt

Safety Sensitive: Yes

Position Summary:

The Maintenance Foreman is responsible for the direct supervision of maintenance and vehicle service personnel, repair of revenue, and scheduling of revenue and service equipment, buildings, and grounds. Prepare work assignments and reports, maintain records, and update equipment daily availability lists. Maintain effective labor relations between the Authority and the Union in accordance with the bargaining agreement.

Reporting Relationships:

Position Reports to: Fleet Manager

Direct Report by Title: Vehicle Service Personnel; Mechanics; Maintenance Person

Direct Reports: 60 Indirect: 0

Examples of Duties

Job Essential Functions:

- **Investigates and report** to proper authorities CNG station alarms and delays
- **Processes** attendance reports
- **Comply** with policies, procedures, SOP's, and the Collective Bargaining Agreements
- **Supervise, direct, and evaluate** the daily work of mechanics and vehicle service personnel, providing leadership, coaching, training, and performance management to ensure safe, efficient, and high-quality maintenance operations as well as maintaining positive labor relations
- **Plan, schedule, and oversee** preventive maintenance, inspections, and corrective repairs to maximize fleet availability, ensure on-time service, and minimize vehicle downtime.
- **Ensure compliance** with all applicable federal, state, local, and agency regulations, including FTA, DOT, OSHA, EPA, and manufacturer maintenance standards, while promoting a safe work environment.
- **Inspect and verify the quality of maintenance work** to ensure repairs are completed accurately, safely, and in accordance with agency policies and procedures.

- **Coordinate maintenance activities** with Operations, Parts, and other departments, including responding to road calls, emergency repairs, and other service interruptions to maintain reliable transit service.
- **Maintain accurate maintenance records and documentation**, including work orders, inspections, labor reporting, warranty information, and regulatory compliance records using METRO's maintenance management system.
- **Develop, implement, and continuously improve** maintenance procedures, safety initiatives, and operational practices that enhance efficiency, fleet reliability, and employee accountability.
- **Performs** other related duties as assigned
- **Regular attendance is an essential function of this job**

Typical Qualifications

Qualifications:

Position requires a high school diploma or equivalent; One-year relevant technical training or trade school. CDL Class B license to include passenger endorsement; five to seven years of relevant experience Including vehicle repair; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job. Prior transit experience preferred.

Occupational/Technical Skills:

- Ability to use spreadsheet, word processing and selected job-specific software
- Knowledge of transit buses, DR buses, and electric bus mechanicals.
- Ability to demonstrate initiative and independent judgment
- Ability to use a computer terminal to accurately and efficiently enter and retrieve data and information

Administrative Skills:

- Knowledge of recordkeeping, report preparation, filing methods, and records management techniques
- Ability to plan, organize, assign, direct, review and evaluate the work of staff
- Ability to define problems, collect data, establish facts and draw valid conclusions to resolve problems
- Knowledge of administrative principles and practices including goal setting and goal implementation
- Knowledge of techniques of effective time management
- Ability to keep clear and accurate records and reports

Communications Skills:

- Ability to communicate clearly and effectively, both orally and in writing
- Ability to speak effectively with individuals and small groups, and to respond to questions

Cognitive and Interpersonal Skills:

- Ability to perform basic arithmetic, including addition, subtraction, multiplication and division
- Ability to read and interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals
- Ability to apply logical thinking to solve practical problems
- Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary
- Ability to use tact and discretion
- Ability to deal courteously and diplomatically with the general public
- Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials and vendors
- Ability to interpret a variety of instructions in written, oral, diagram or schedule form

Leadership Skills:

- Ability to demonstrate initiative and independent judgment
- Ability to instruct, train, and direct staff
- Ability to demonstrate conflict management skills

Supplemental Information

Core Values:**Teamwork**

- Demonstrating teamwork in and across departments
- Treating everyone with respect
- Recognize that the team is greater, much more than the collection of individual efforts

Safety

- Ensuring the safety of everyone
- Believing that every accident can be prevented
- Having a constant eye to safety in all aspects

People Centric

- Treating everyone fairly
- Valuing everyone: co-workers, 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>