



METRO Regional Transit Authority Director of Asset Management

SALARY	\$93,000.00 - \$103,783.00 Annually	LOCATION	416 Kenmore Blvd, Akron
JOB TYPE	Full-Time	JOB NUMBER	202500023
DIVISION	Operations	DEPARTMENT	Building & Grounds
OPENING DATE	05/22/2025	CLOSING DATE	6/13/2025 11:59 PM Eastern

Description

Job Summary:

The **Director of Asset Management** is an experienced and knowledgeable leader responsible for oversight of all functions and activities of METRO's Maintenance Department.

In this role, the Director provides direct responsibility for maintaining METRO's equipment and buildings in an optimal manner to accomplish METRO's mission as a leader in the transit industry. This position will direct and oversee the maintenance functions at each operating facility and will maintain knowledge of "state-of-the-art" coach equipment, repair, and inspection also while developing improved and effective maintenance programs. The Director of Maintenance will support a safety and customer service culture through programs, procedures, and other related work to achieve METRO's mission and strategic outcomes. The position is responsible for meeting or exceeding all of METRO's policies and procedures with strict adherence to all local, state, and federal regulations; and performing related duties as assigned with supervisory responsibilities for the Fleet Manager, the Facilities Manager and Maintenance Administrative Assistant.

Examples of Duties

Key Responsibilities

Operational Leadership:

- Directs and manages the maintenance of all buses, buildings, and equipment to achieve the goals of a safe, clean, and reliable public transit system.
- Ensures there is enough equipment available for service requirements.
- Ensures facilities are kept in a good state of repair.
- Manages implementation/testing of new technologies; performs the initial evaluation of a product's practicality.
- As needed, participates in assigned METRO Board of Directors subcommittee meetings and makes presentations to the Board.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and

approves expenditures; directs and implements adjustments, as necessary.

- Monitors developments in legislation related to maintenance matters and evaluates their impact on METRO's operations; recommends and implements policy and procedural improvements to meet legislative obligations.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in maintenance; research emerging products and enhancements and their applicability to METRO's needs.

Union & Employee Relations:

- Represents Maintenance interests during contract negotiations with the union.

Performance Management:

- Provides supervisory responsibilities by monitoring department workload for efficiency, conducting annual reviews of staff performance, finding opportunities for, and conducting training, addressing staff questions and concerns, developing individual goals and objectives for staff members, and interviewing and hiring staff.

Performs other job-related duties as requested. May be required to attend meetings outside of regular working hours.

This position requires a pre-employment screening.

This position requires a proactive, solutions-oriented leader with exceptional interpersonal skills and a deep commitment to public transit excellence. The Director will play a pivotal role in shaping the future of transportation at METRO.

Typical Qualifications

Knowledge, Skills, and Abilities:

- Organizational and management practices as applied to the analysis and evaluation of maintenance programs, policies, and operational needs.
- Major bus and related vehicular fleet maintenance functions.
- Advanced technology in bus equipment maintenance, repair, and inspection.
- Advanced principles and practices of personnel management including supervision, training, and performance evaluation.
- Sources of federal, state, and local funding used for organization programs, funding practices of federal, state, and local grant agencies.
- Advanced principles and practices of budget preparation and administration.
- Business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Computers and software programs (e.g., Microsoft software packages) to conduct research, assess information, and/or prepare documentation.
- Provide administrative, management, professional leadership, and direction for the assigned department.
- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient maintenance operations
- Select and supervise staff; develop and direct people as they work by providing training to ensure tasks are performed effectively; oversee and evaluate performance in an objective and positive manner.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Handle confidential and sensitive information.
- Multi-task in a fast-paced environment and work independently as well as collaboratively.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of organization goals.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish and maintain cooperative working relationships with those contacted during business, including employees, the Board of Directors, government entities, contractors, the community, and the general public.
- Effectively use computer systems, applications, and modern business equipment to perform a variety of work tasks.

- **Experience and/or Educational Requirements:** Position requires an advanced degree in a related field; five years of relevant experience, including 2 years of supervisory experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

Physical Requirements:

Work is typically performed indoors and is subject to pressure from contacts with the general public, individual citizen contact, night and/or weekend meetings, internal customer contact and deadlines under pressure.

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:

- Celebrating diversity/individual differences
- 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>