September 7, 2022

Attention Interested Applicants:

Attached is an Application Packet for our **Fleet & Facilities Maintenance Manager** position.

The Fleet & Facilities Maintenance Manager responsibilities include:

- Maintenance of approximately 62 revenue and service vehicles, including 14 large buses (29’ – 35’), 11 ‘Cut-Aways’ (Ford 550 or equivalent), vans and various service and support vehicles
- Maintenance of facilities at two locations (in and near Port Townsend, WA)
- Operating and Capital Budget planning, preparation, variance reporting, projections (In 2022, Operating Budget is @ $6.3 million and the Capital Budget is @ $3.8 million)
- Managing staff of 10, most of whom are union represented and in safety sensitive positions as defined by U.S. DOT and must have Commercial Driver’s Licenses (CDL)
- Participates on Jefferson Transit’s management team, including occasionally responding to emergencies after hours and/or on weekends

The packet includes a complete job description and the application materials to be completed and returned. Incomplete applications will be rejected.

The following is required to be considered a complete application:

- Cover letter, citing the qualifying experience as detailed in the job description
- Resume
- Completed & signed Jefferson Transit application
- Completed Jefferson Transit Supplemental Questionnaire
- Providing a sample(s) of budget reports you have prepared and/or approved


Sincerely,

*Julie Ryan*

Human Resources

**Customer Service (360) 385-4777**  **Administrative Offices (360) 385-3020**

**www.JeffersonTransit.com**
Available Benefits through Jefferson Transit

- Washington State Department of Retirement Systems
  - Public Employees Retirement System (PERS)
  - Deferred Compensation Program (DCP)

- Medical, Dental and Vision coverage

- Paid leave, up to 200 hours (accrued on hours worked)

- 9 paid holidays, plus two personal holidays per year

- HRA VEBA (health savings account for qualifying medical expenses)

- Pacific Source HRA
  (pays for qualifying medical expenses up to $500 after eligibility)

- $35K Life Insurance Coverage + $5,000 Accidental Death & Dismemberment

- Additional coverages you may purchase from Met Life or Colonial insurance companies

- Long Term Disability (Basic and Optional)

- Employee Assistance Program (EAP)

- Wellness Program
APPLICATION OF EMPLOYMENT
Jefferson Transit Authority
63 4 Corners Road
Port Townsend, WA  98368
(360) 385-3020 Ext. 119

Jefferson Transit is an Equal Employment Opportunity Employer

It is the policy of Jefferson Transit to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, physical or mental handicap or veteran status.

The policy is available upon request or on Jefferson Transit’s the web site.

Jefferson Transit is committed to providing access and reasonable accommodation in its services, programs, activities, and employment for individuals with disabilities. To request disability accommodation in the hiring process, contact us at least ten days in advance.

Contact: Deb Palmer, EEO Officer for accommodation, information or copy of the policy.

Note: Please type or print your answers. If you print, please do so in blue or black ink and write neatly. An illegible application may preclude you from consideration.

POSITION APPLYING FOR: ________________________________________________

PERSONAL INFORMATION

First Name ___________________________ Middle Initial ___________________________ Last Name ___________________________

Current Address: ____________________________________________________________

Street and Apt. # ___________________________ City ___________________________ State ___________________________ Zip Code ___________________________

Permanent Address (if different from above):

Street and Apt. # ___________________________ City ___________________________ State ___________________________ Zip Code ___________________________

Telephone: ___________________________ E-mail: ___________________________

Driver’s License #: ___________________________ State: ___________________________

Do you have a Commercial Driver’s License (CDL)?

☐ Yes ☐ No

If you answered yes, please list your endorsements: ___________________________

I am an U.S. Citizen or otherwise authorized to work in the United States on an unrestricted basis:

☐ Yes ☐ No

If applicable, please list your visa type, visa number and expiration: ___________________________

Have you ever served in the U.S. Military? ☐ Yes ☐ No

If yes, please provide the following information:

Branch of Service: ___________________________ Rank at time of separation: ___________________________

I served from ___________________________ to ___________________________.

Special Honors: ___________________________
**EMPLOYMENT HISTORY:**

You must report all previous employment for the past ten years.

### Present or Most Recent Employer

<table>
<thead>
<tr>
<th>Employer: ___________________________</th>
<th>Address: ____________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Position: ______________________</td>
<td>Dates of Employment: _______ to _________</td>
</tr>
<tr>
<td>Reason for Leaving: __________________</td>
<td>May we contact? ☐ Yes ☐ No</td>
</tr>
<tr>
<td>Supervisory Responsibility? ☐ Yes ☐ No</td>
<td>If yes, the number of employees supervised: _______</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Supervisor: _________________________</th>
<th>Phone: ____________</th>
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</thead>
<tbody>
<tr>
<td>Name: ______________________________</td>
<td>____________________</td>
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<tr>
<td>Title: ____________________________</td>
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Duties: __________________________________________________________________________________________
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### Prior Employer

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Duties: __________________________________________________________________________________________
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</tbody>
</table>

Duties: __________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

You must report all previous employment for the past ten years.

Attach additional sheets if needed.
EMPLOYMENT HISTORY-continued:

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</tr>
<tr>
<td>Supervisory Responsibility? □ Yes □ No</td>
</tr>
<tr>
<td>Supervisor: ______________________________</td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Duties: _________________________________________________________________________________________</td>
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<td>________________________________________________________________________________________________</td>
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</table>

Prior Employer

| Employer: __________________________________ | Address: ____________________________________ |
| Your Position: ____________________________ | Dates of Employment: ____________ to ____________ |
| Reason for Leaving: _________________________ | May we contact? □ Yes □ No |
| Supervisory Responsibility? □ Yes □ No | If yes, the number of employees supervised: _______ |
| Supervisor: ______________________________ | Phone: ______________________ |
| Name | Title |
| Duties: _________________________________________________________________________________________ |
| ________________________________________________________________________________________________ |

You must report all previous employment for the past ten years

Attach additional sheets if needed.

EDUCATION

High School

Name and Location

Did you graduate? □ Yes □ No  Attended from _________ to _________.

If you did not graduate, did you receive your GED? □ Yes □ No

Special honors or awards: ____________________________________________
EDUCATION-contiued:

**Technical or Vocational School**

Name and Location

Did you graduate? □ Yes □ No

Attended from _________ to _________.

Degree or Certification:________________________ Specialty:________________________

Special honors or awards:_______________________________________________________

**College or University**

Name and Location

Did you graduate? □ Yes □ No

Attended from _________ to _________.

Degree:________________________ Major: _______________________________

Special honors or awards:______________________________________________________

**College or University**

Name and Location

Did you graduate? □ Yes □ No

Attended from _________ to _________.

Degree:________________________ Major: _______________________________

Special honors or awards:______________________________________________________

**POSITION INFORMATION:**

**Position Specifications**

What hours are you willing to work? ________________________________

Would you be able to work weekends? □ Yes □ No

Are you willing to travel for the job? □ Yes □ No

When would you be able to start? ________________________________

Desired salary: ________________ per ______________
Skills

Please describe any skills you have in the following areas:

Computer:
_______________________________________________________________________________
_____________________________________________________________________________________

Languages Spoken (other than English):
_____________________________________________________________________________________

Other:
_____________________________________________________________________________________
_____________________________________________________________________________________

I hereby certify that my answers and assertions set forth in this application and supplemental questions are true and complete to the best of my knowledge. I understand that any misrepresentation or material omission of fact on this or any other document required by Jefferson Transit on this application may constitute grounds for rejection, or if employed by Jefferson Transit, for disciplinary measure, including dismissal.

I hereby authorize Jefferson Transit to investigate any aspect of my prior educational and employment history and criminal record.

Furthermore I understand that if I am hired, employment with Jefferson Transit is “at will,” which means that either the company or I can terminate my employment for any reason not prohibited by state or federal law. (Non-represented positions only.)

I also acknowledge that if the position which I am applying includes duties requiring a valid driver’s license with a good record. I will be asked to provide a record, at my expense, if my application is advanced in the review and screening process.

I also acknowledge that Jefferson Transit is a Drug Free workplace and that any offer of employment is contingent upon submitting to a pre-employment drug and alcohol test. In addition, if the job I am applying for is safety sensitive, I acknowledge that I may be selected for random drug and alcohol testing in accordance with all applicable FTA regulations.

Signature: ________________________________ Date _______________

Jefferson Transit complies with the Employee Polygraph Protection Act.

An employee or prospective employee must be given a written notice explaining the employee’s or prospective employee’s rights and the limitations imposed, such as prohibited areas of questioning and restriction on the use of test results. Among other rights, an employee or prospective employee may refuse to take a test, terminate a test at any time, or decline to take a test if he/she suffers from a medical condition. The results of a test alone cannot be disclosed to anyone other than the employer or employee/prospective employee without their consent or, pursuant to court order, to a court, government agency, arbitrator or mediator.
Fleet & Facilities Maintenance Manager
SUPPLEMENTAL QUESTIONNAIRE

Name ______________________________________

Answer the following questions, using as many pages as you need, and include it/them with your application materials. Be sure your name is on each page.

1. Describe your knowledge and experience with transit agencies:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

2. Describe your experience in fleet management.
(Include fleet size, type of vehicles, education and/or training you have completed, and other information pertinent to sound fleet management.)

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

3. Describe your leadership/management style. How do you motivate employees to achieve quality and excellent performance?

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

4. What experience do you have in facilities management?
(Include: Maintenance, repair, construction, types of heating/cooling systems, sewer/waste systems, emergency power, waterlines, security—including video surveillance, alarms, electronic locks, etc.)

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

5. Do you have experience with fuel storage/dispensing? If so, please describe:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
Fleet & Facilities Maintenance Manager
SUPPLEMENTAL QUESTIONNAIRE

Name ______________________________________

6. Describe your experience in managing safety for the workplace and employees.
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

7. This position may involve responses to emergencies as well as being ‘on-call’ for emergencies or times when a manager needs to make an operational decision. For the on-call weekends the manager needs to able to get to the facility within an hour or less for about one weekend per month. Will you be able to meet this time requirement? ___Yes ___No If no, please explain:
____________________________________________________________________
____________________________________________________________________

8. What is your primary interest in this position:
____________________________________________________________________
____________________________________________________________________

9. Jefferson Transit is beginning its transition to zero emissions technology. Please describe your experience working with this type of technology.
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

10. What for you would be the less desirable aspects of the job?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

11. Do you have a Commercial Driver’s License (CDL)?
If ‘Yes’ what endorsements do you have, and do you have a current medical certificate?
If ‘No’ do you have the ability to get a CDL license with passenger endorsement and a medical certificate?
Fleet & Facilities Maintenance Manager
SUPPLEMENTAL QUESTIONNAIRE

Name ________________________________

____________________________________________________________________
The information requested below will be used for statistical purposes only as required by the Equal Opportunity laws and regulations. The information requested is voluntary and confidential.

Thank you for helping evaluate the effectiveness of our equal opportunity effort.

Name______________________________________________________________

Position Applied For_________________________________________________

Ethnicity    □ HISPANIC or LATINO
□ BLACK or AFRICAN AMERICAN  
□ ASIAN AMERICAN
□ NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
□ AMERICAN INDIAN or ALASKA NATIVE
□ WHITE
□ MULTIRACIAL
□ I DO NOT WISH TO SELF-IDENTIFY

Sex:  □ Female    □ Male    □ I do not wish to self-identify

Are you disabled?  □ Yes  □ No

Are you a veteran?  □ Yes  □ No Are you a disabled veteran?  □ Yes  □ No

How did you learn about this position? Please identify source:

□ Newspaper (specify)_______________________________________________
□ Internet website (specify)__________________________________________
□ Referral/Friend/Relative (specify)____________________________________
□ Worksource Website or Office (specify)_______________________________
□ Radio Advertisement (specify)________________________________________
□ Walk-in________________________________________________________________
□ Other (specify)______________________________________________________
JEFFERSON TRANSIT AUTHORITY
Position Description

Position Title: Fleet and Facilities Maintenance Manager

SUPERVISOR: General Manager

SCOPE OF RESPONSIBILITY
The Fleet and Facilities Maintenance Manager is the individual primarily responsible for the administration and supervision of the maintenance section. In this capacity, the incumbent will direct their section as well as incorporate that section into the overall team environment within Jefferson Transit so as to produce a high quality transit system that exceeds the expectations of the community served by Jefferson Transit.

The incumbent will administer and direct all maintenance activities at Jefferson Transit. It is the job of the maintenance and facilities administrator to ensure that all capital assets owned and/or used by Jefferson Transit are maintained not only in accordance with the manufacturer’s recommended maintenance schedule, but in such a manner as to maximize their life and usefulness to Jefferson Transit and to ensure safety to the general public and employees all the while ensuring that a quality product is delivered.

The Fleet and Facilities Maintenance Manager, under the guidance of the general manager, is responsible for the development and overall administration of the annual maintenance section goals and objectives. The establishment of these goals and objectives then provide the basis for the maintenance section’s operating budget. Within that budget, the maintenance and facilities administrator must establish the following: staffing levels; vehicle maintenance requirements; physical plant maintenance requirements; projected maintenance consumables including fleet fueling, lubrication and fluids, repair parts inventory, etc. and all other components related to maintenance and logistical management in such a manner as to accomplish the annual goals and objectives.

The Fleet and Facilities Maintenance Manager represents the interests and assets of the maintenance section before other section administrators with the overall structure of Jefferson Transit so as to include their section, as appropriate, in the decision making process of the agency as a whole.

ESSENTIAL FUNCTIONS

Maintenance
• Plans, organizes and directs fleet maintenance operations including vehicle and equipment acquisition, utilization, scheduling, maintenance, repair and disposal.
• Develops and implements fleet tracking program for overall maintenance operations.
• Develops standards of quality and ensures development and implementation of goals and objectives.
• Applies JT departmental policies, procedures, rules and regulations pertaining to fleet management; prepares work appraisals and discusses performance evaluations; initiates official disciplinary actions as necessary; identifies and resolves subordinate complaints.
• Prepares and recommends related budget; monitors and justifies budget allocations, encompassing changes in personnel, financial and material resources.
• Coordinates fleet maintenance activities.
• Conducts inspections of work-in-progress and completed projects.
• Responds to questions, complaints and emergency calls, taking appropriate courses of action.
• Ensures appropriate training for staff; keeps subordinates informed through safety and on-the-job training; ensures the maintenance of safe working conditions, good housekeeping practices and the use of safe work practices by subordinates.
• Develops a variety of reports as needed.

Facilities
• Oversees and manages the preservation of JT investment in buildings, structures, shelters and Park & Ride lots; including building maintenance, custodial services, graffiti removal, shelter renovations and any other facility maintenance.
• Plans, prioritize, schedules and monitors work orders and other preventative facility maintenance activities.
• Coordinates, organizes and directs building maintenance through both JT staff and outside contractors to provide optimum maintenance service within a prescribed budget.

• Manages projects and inspects works while in progress and upon completion.

• Prepares, administers and monitors budgets, including submitting budgetary recommendations and anticipating future budgetary needs.

• Inspects buildings for safety hazards, maintenance needs and disability access requirements and considers findings in the development of work plans.

• Responds to and resolves building user complaints regarding lighting, temperature, noise and air quality.

• Establishes work priorities, goals and objectives and coordinates and schedules assignments. Develops plans for training of subordinates.

• Explains, interprets and enforces JT departmental rules, regulations and procedures, including those related to the safe, orderly and efficient operation of assigned work.

• Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

• High school diploma or GED required.

• Five years of supervising employees and managing programs.

• Ability to collaborate and work effectively as part of a team.

• Ability to make decisions and work independently.

• Demonstrated commitment to customer service.

• Knowledge and experience with all Microsoft Office or related programs.

• Ability to work effectively with the public, management staff, fellow employees and other agencies, conveying accurate information and remaining professional and courteous with customers and with staff at all times.

• Working knowledge of the philosophy, objectives, methods and practices of fleet maintenance operations; including vehicle and equipment acquisition, maintenance, repair and disposal.

• Management techniques pertinent to fleet and facilities management activities including planning, scheduling, training, identification of budget needs and maintenance of budget controls.

DESIRABLE QUALIFICATIONS

• Bachelor of Science Degree in Business Administration, Public Administration, or closely related field.

• Class A or B CDL with passenger endorsement.

• Experience in safety management.

• Knowledge and/or experience in building maintenance and repairs, including but not limited to construction, heating/cooling systems, sewer/waste systems, emergency power, waterlines, security systems.

SPECIAL REQUIREMENTS

• Must pass a pre-employment substance abuse test as a condition of employment. This position is considered safety-sensitive, as defined by the Federal Transit Administration (FTA), thus it is subject to random drug and alcohol testing and is subject to all other types of substance abuse tests as described in the policy.

• If selected for the position, documentation of United States citizenship or an alien lawfully authorized to work in the United States will be required to establish identity and work authorization in accordance with the employer’s obligation under the Immigration Reform and Control Act of 1986.

• Acceptable driving record.

WORK SCHEDULE

Full-time standard workweek (40 hours) during normal business times. Hours may vary according to work schedules and tasks to be accomplished with evening and weekend work necessary at times to accomplish the duties of the position as determined by the immediate supervisor.

SALARY & BENEFITS

Wage and benefits based on the Jefferson Transit’s Non-Represented Staff Policy.

This position is an exempt position, as defined by the Fair Labor Standards Act (FLSA).
PHYSICAL DEMANDS:  
(Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sitting</td>
<td>Frequently, sitting at a desk, in meetings and riding buses</td>
</tr>
<tr>
<td>Standing/Walking</td>
<td>Frequently, walking to/from vehicles, supervising</td>
</tr>
<tr>
<td>Driving</td>
<td>Occasionally, as may be necessary</td>
</tr>
<tr>
<td>Lifting/Carrying</td>
<td>Occasionally, up to 25 pounds</td>
</tr>
<tr>
<td>Bending/Squatting/Kneeling</td>
<td>Occasionally, when inspecting vehicles</td>
</tr>
<tr>
<td>Pushing/Pulling</td>
<td>Occasionally, with maximum force of 5 pounds, while steering vehicles, opening/closing vehicle doors</td>
</tr>
<tr>
<td>Reaching</td>
<td>Occasionally, above head in vehicles for controls and signs</td>
</tr>
<tr>
<td>Twisting</td>
<td>Occasionally, at waist and neck while driving</td>
</tr>
<tr>
<td>Talking/Hearing</td>
<td>Continuously, communicating with customers and staff in person, by telephone and radio</td>
</tr>
<tr>
<td>Wrist/Fine Finger Manipulation</td>
<td>Frequently, when operating radio and vehicle controls and typing at a keyboard</td>
</tr>
</tbody>
</table>

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Jefferson Transit is an equal opportunity employer and does not discriminate on the basis of race, sex, age, color, religion, national origin, marital status, veterans status, disability status, sexual orientation or any other basis prohibited by federal, state or local law. Please let Jefferson Transit know if you need accommodation in order to participate in the application process.