



# Intercity Transit Fleet and Facilities Maintenance Director

## *Recruitment Announcement*



## ABOUT INTERCITY TRANSIT

Intercity Transit serves Washington State's capital city, Olympia, and neighboring cities Lacey, Tumwater, and Yelm. Intercity Transit is a nationally recognized, small urban transit system with diverse services and strong ridership. In addition to serving the local area for over 35 years, Intercity Transit provides a vital link in the regional transportation system by connecting with five area transit systems, including Sound Transit.

Intercity Transit is governed by an eight-member board. The Authority Board is currently made up of elected officials representing the Cities of Olympia, Lacey, Tumwater, and Yelm and Thurston County, and three citizen representatives. A labor representative also serves on the Board. The Community Advisory Committee, a 20-member citizen advisory panel, provides input to the Authority.

### *Intercity Transit operates:*

- A fleet of 106 buses, 71 coaches including 23 hybrids and 40 Dial-A-Lift vans; 185 vanpool vans. All buses have bike racks and accessible features.
- Two transit centers.
- An administrative and maintenance facility.
- 946 bus stops, 289 bus shelters, and 3 park & ride lots.
- Amtrak Centennial Station.



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## ABOUT THE POSITION

The Fleet and Facilities Maintenance Director reports to the General Manager and participates as a member of the Senior Management Team in the overall administration of the Agency. The Director provides leadership and direction for the maintenance and repair functions of the Agency fleet and facilities to include buses, vans, automobiles, vanpool, service vehicles, facilities, stops/zones, and related equipment and machinery.

### *Additional responsibilities include:*

- Manages the maintenance of a fleet of over 400 vehicles comprised of buses, paratransit vehicles, vanpool, service support vans and administrative support vehicles.
- Plans, organizes and directs the maintenance and repair of all buses, vans, automobiles, vanpools, service vehicles, related equipment, facilities and grounds; directs the periodic inspections of equipment operated and maintained by contractor organizations as well as facilities and grounds.
- Serves as a member of the Senior Management Team and participates in Agency policy development; assures departmental conformance to the Agency's vision, goals and objectives. Attends, chairs and conducts a variety of meetings with the Agency; serves on committees as requested; represents the Agency and makes oral presentations at meetings conferences and other events.
- Recommends fleet composition and participates in the development of specifications for vehicle, facilities, contract services, and related equipment and supply vendors; evaluates and makes recommendations on vehicle, facility, and related equipment bids and offers; oversees service contracts and monitors vendor performance.
- Ensures compliance with state and federal laws regarding proper handling of hazardous waste, including spills and leakage materials.
- Communications with Intercity Transit staff, labor, transit officials, vendors, suppliers, contractors and others to exchange information and resolve issues related to fleet maintenance, facilities, vehicle acquisition and communications technology.
- Develops policies, guidelines, procedures and controls to ensure efficient and effective maintenance activities, and efficient and effective operation and maintenance of assigned programs.
- Prepares annual department budget; monitors and approves expenditures in accordance with Agency policy and principles of sound and ethical fiscal management in a public environment.
- Selects, develops, sets performance standards, evaluates the performance of direct reports, and actively participates in human resources decision-making within the department which is comprised of approximately 40 employees.
- Leads the Department's efforts to ensure excellent customer service with both internal and external customers.
- Participates in the Agency's labor relations program to include contract negotiations, administration of collective bargaining agreement, grievance investigations/response and arbitration proceedings.

## THE IDEAL CANDIDATE

Intercity Transit is seeking a talented and unifying leader to bring innovative ideas and fleet and facility maintenance management to the agency, and translate big picture transit vision and goals into realistic plans. Candidates should have a proven record of success as a leader and be familiar with local, state and federal laws pertaining to maintenance practices.

*The overarching core competencies of this position are:*

### **Leadership:**

- *Inspiring and Courageous Leadership:* Ability to navigate complex transit fleet and facility maintenance issues, make tough decisions and take difficult actions. Display balanced thinking that combines analysis, wisdom, experience and perspective. Produce data-driven decisions that withstand the “test of time.”
- *Creativity and Innovation:* Ability to generate new, innovative and visionary approaches to maintenance that are effective and responsive. Brings a perspective on emerging and leading maintenance transit trends and best practices.
- *Build a Talented, Effective Staff Team:* Hire, mentor, develop, retain, and manage a diverse staff. Demonstrate skill in motivation and engagement of all staff. Assemble and reinforce a cohesive, dedicated, highly effective inter-disciplinary team. Foster a participatory organizational climate that is open and supportive. Ability to lead team through change processes.
- *Business and Management Acumen:* Ability to manage human, financial and information resources strategically. Evaluate work processes; streamline and remove processes that do not bring value. Measure success based on results. Set high standards of performance, using accountability measures and benchmarks to track progress.

### **Constituent Relations and Collaboration:**

- *Partnering:* Builds alliances and collaborates to build strategic relationships. Brings diverse leaders together to discuss and resolve issues. Inspires action without relying solely on authority. Good listener. Perceives the complexity of situations quickly.
- *Drive External Communications and Relationships:* Develop and nurture mission-critical relationships with customers, transit partners, and the public. Demonstrated knowledge of new technology options and techniques for increasing Intercity Transit’s effectiveness in fleet and facilities maintenance.
- *Labor/Management Relationship:* Foster a cooperative and collaborative relationship with labor. Skill in interest-based problem solving. Builds consensus and commitment.
- *Cultural Competency:* Focus on equity in ways that enable effective working relationships in diverse communities and cross-cultural situations.

### **Values:**

- *High level of integrity, ethics, transparency and responsiveness.*
- *Commitment to the Environment:* Dedicated to creating a sustainable maintenance program that focuses on prevention, mitigation and adaptation.
- *Commitment to Safety:* Dedication to a transit system that is safe, efficient and accessible to all ages and abilities.

## DESIRABLE QUALIFICATIONS

A bachelor’s degree with at least five years of increasingly responsible transportation or transit professional level experience in a maintenance and facilities setting. Senior leadership experience within a publicly accountable organization that involves leading a diverse staff and management of significant funds. An alternate combination of education and experience will be considered.



## APPLICATION PROCESS

Persons interested in this position must submit a cover letter and a current resume.

If you have questions regarding this announcement, please call Marissa Karras at 360-956-1336. The position will remain open until filled; however the screening process will move quickly. **Please submit your application materials as soon as possible but no later than April 10th, 2019 to [www.karrasconsulting.net](http://www.karrasconsulting.net).** The salary range for this position is \$101K - \$137K. Intercity Transit offers a generous benefit package including medical/dental, retirement, life and disability insurance, paid holidays, vacation and sick leave and optional deferred compensation. To view more information about Intercity Transit’s benefits please visit <https://www.intercitytransit.com/employment/benefits>

Intercity Transit is an equal opportunity employer, values workplace diversity and seeks to create an environment and culture that embraces employee differences. All qualified applicants are considered in accordance with applicable laws prohibiting discrimination on the basis of race, religion, color, gender, age, national origin, sexual orientation, physical or mental disability, marital status or veteran status or any other legally protected status. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance.



## LIVE AND WORK IN A GREAT PLACE

The area served by Intercity Transit is located at the southern end of Puget Sound in the beautiful Pacific Northwest. Majestic Mount Rainier and the rugged Cascade Mountains are nearby to the east, while Washington's Pacific Ocean coast is just an hour's drive to the west. The area is conveniently situated between Seattle and Portland, Oregon and is home to more than 220,000 residents. Nearly 140,000 residents live in the more urban north county areas in and around the cities of Lacey, Olympia, and Tumwater. The rest live in and around the smaller towns of Yelm, Tenino, and Rainier and in the more rural areas of Thurston County. The area enjoys the benefits of an engaged and educated community and well-supported school systems, augmented by two universities and a community college.

