

Administration and Maintenance Services Manager

In operation since 1996, Berkeley Charleston Dorchester Rural Transportation Management Association d/b/a TriCounty Link provides transit services to rural residents of Berkeley, Charleston and Dorchester counties. Our headquarters is in the Town of Moncks Corner and offers a relaxed working environment.

We have a full-time opportunity open for Admin/Maintenance Services Manager.

Responsibilities:

Schedule fleet preventative maintenance and repairs with contracted services and/or and service employee. Communicate availability of vehicles for service with dispatch and other operations personnel. Complete various compliance activities, to ensure DOT Medical Card expiration dates, motor vehicle records checks, driver's license, initiate background checks, conduct reference checks, maintain employee files, drug and alcohol files, DMIS reporting, and track state safety compliance data. Assist with incident/accident reporting and investigation. Maintain and file insurance claims as required. Management of asset inventory, fueling, insurance cards, building security and electronic devices to include computers, handheld phones, key fobs and access codes. Coordinates and tracks bus advertising installations, removals, and replacement. Opens, tracks, and closes maintenance work orders and reconciles to contractor invoices utilizing the RTA Fleet Management software. Review and ensure monthly detail shop reports, TCL Fleet information, PM schedule, work order transaction reporting is submitted accordingly and timely. Oversee all inventories and certifies timely and accurate completion. Carry out verbal and written disciplinary and commendation directions in conjunction with General Manager while analyzing situations and adopting an effective course of action. Coordinate with team members to provide smooth flow and exchange of information for special events and as needed for daily operational needs. Provide support to other team members as needed. Coordinate emergency response during hazardous conditions. Other duties as assigned.

Comprehensive Benefit Package:

The State Health plan, South Carolina Retirement System, paid vacation and sick days, paid holidays, optional 401(k) and supplemental insurance benefits.

QUALIFICATIONS DESIRED:

A bachelor's degree in business administration, Science, Arts, Business preferred or a High School diploma with five (5) years in managerial experience required. Intermediate computer skills with Microsoft Office required and RTA Fleet Management Software preferred. Ability to communicate on two-way radio. Familiar with general office equipment including multi-line phone, desktop computer, fax machine, copy machine and scanner. Working knowledge of agency policies and procedures. Excellent verbal and written communication skills, strong organizational skills, and the ability to work well with all levels of internal staff, and the public. Ability to multi-task with minimum supervision and time management skills to include being punctual to meetings and events. General knowledge of Berkeley, Charleston, Dorchester Counties.

Please apply **in person** at: 305 Heatley Street Moncks Corner, SC 29461 or **call** 843-899-409