

ADMINISTRATIVE ASSISTANT PROCUREMENT

Provides administrative assistance to the procurement department by assisting with procurement documentation, spreadsheets and customer service. High School Diploma or GED with some continuing education in a business or related field. Min. 2 years professional exp. in clerical duties and a complex organization or equivalent combination of education and exp. is highly desired. Computer proficiency in Microsoft Word applications is recommended. DTO is an EOE. Please apply at www.Nashvillemta.org or email resume to: Carole Earls at carole.Earls@nashville.gov.

MAINTENANCE SUPERVISOR

Responsible for the daily supervision of all maintenance and repair of revenue vehicles, service trucks and cars, fareboxes, as well as the cleaning, repair and maintenance of buildings and grounds. Completion of high school and specialized training in diesel mechanics, and experience as a mechanic in bus maintenance. Supervisory experience desired. Ability to solve practical problems and interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Must acquire knowledge of labor contract. DTO is an EOE. Please apply at www.Nashvillemta.org or email resume to: Carole Earls at carole.Earls@nashville.gov.

FACILITIES MAINTENANCE MANAGER

Responsible for all facets of renovation and maintenance projects for the facilities of the Metro Transit Authority (MTA) and the Regional Transit Authority (RTA); and will facilitate close coordination with MTA/RTA Project Planners and Engineers on the development, design, and construction of future facilities. The Facilities Maintenance Manager is responsible for the management and performance of the maintenance department, as it relates to the maintenance and cleanliness of the shop, general and passenger facilities, park and ride stations and bus shelters/bus stop signs, as owned and operated by the transit authorities. This position will provide support as needed to uphold the overall health and wellness of the maintenance department, as directed by the Director of Maintenance (DOM) or Chief Operating Officer (COO). Any combination of education, training, and experience equivalent to: 1) bachelor degree in engineering, public administration, transportation, construction management or related field; and 2) seven years of experience as a manager or supervisor of a similar department or equivalent, and 3) two years of experience in labor relations. The successful applicant will have a proven record of communication skills, project management/construction experience, computer proficiency, statistical analyses, and ability to handle several projects at once, interpersonal skills, fleet diagnostics, alternative fuel systems, statistical analyses, team building techniques, and causal inference. DTO is an EOE. Please apply at www.Nashvillemta.org or email resume to: Carole Earls at carole.Earls@nashville.gov.