

Maintenance Manager

Job Number:

DOS0034

Description

We offer you the opportunity to work on challenging, exciting and substantive maintenance assignments to support the U.S. Department of State's initiatives. You will be responsible for planning, directing, and coordinating the operation of vehicle maintenance and repair programs. Through both long-term and short-term assignments, you will promote the development of responsive, fair, and effective criminal justice systems around the world. You'll have the opportunity to leverage your experiences to further your career, contribute to the global community, and make a difference

Responsibilities

Provide input to all phases of planning, budgeting analysis, and reporting relating to the maintenance operation as well as controls account expenditures and obtains maximum utilization of account resources

- Execute all maintenance operations for assigned equipment in accordance with applicable PWS, Company policies, OSHA, DOT, ANSI, ASME and applicable regulations as needed
- Provide input to senior management for program budget objectives and provides direct support to internal/external customers to ensure compliance, tracking efficiency, burn rates, equipment usage and maximizing cost avoidance measures
- Closely supervise recovery operations of MHE, VE, CE, Heavy and Light vehicle maintenance throughout assigned area of operation
- Ensure the proper administration, maintenance and distribution of approved publications, warranty documentation, and LDD and ECOD documentation
- Provide input to senior management for forecasting and monitoring of the stock levels for required service/repair parts and petroleum throughout the area of operations
- Responsible for the accurate and timely submission of all required plans and reports
- Responsible to provide for and enforce guidelines to ensure the health, safety, and welfare of all assigned employees
- Monitor team development and ensure the execution of performance evaluations
- Conduct site visits to establish professional relationships with maintenance teams, site personnel, and the customer as needed
- Performs other duties as assigned

Qualifications

Knowledge & Skills:

- Knowledge and understanding of organizational maintenance and supply concepts and procedures
- Understanding of maintenance production, production control and knowledge of U.S Army maintenance support systems preferred
- Knowledge of MHE, heavy truck and or heavy equipment
- Strong knowledge of equipment parts acquisition, warranty, LDD, and ECOD submissions
- Must possess knowledge of DOT, OSHA, ANSI, ASME, Military regulations standards and OEM requirements
- Strong knowledge of diagnostics and ability to conduct technical research

- Knowledge of Department of Defense contracting policies and procedures
- Outstanding problem solving skills and sound judgment
- Excellent writing, communication, leadership and interpersonal skills
- Demonstrative proficiency in Microsoft applications
- Must be able to meet deployment status requirements

Experience:

- Eight (8) to ten (10) years of logistics experience in a military/tactical environment
- Prefer at least five (5) years in a maintenance management environment

Education:

- Bachelor's degree in an associated discipline
- Two (2) years of experience in related field can be substituted for each year of the four (4) years of college

Physical Requirements:

- Living and working conditions at the assignment location could be remote and uncomfortable.
- Long hours, exposure to weather and hazardous conditions.
- Personnel should be aware of moving on short notice and under adverse conditions.

To apply for this job please send your resume to Dawn.Toro@hrsslc.net