



GREATER LYNCHBURG TRANSIT COMPANY
Central Virginia Transit Management Company, Inc.
Job Description

Job Title: Facility and Grounds Supervisor
FLSA Status: NON-EXEMPT
Supervisor: Maintenance Manager
Positions Supervised: Utility Persons

General Description:

Oversee the proper maintenance and cleanliness of the facilities, grounds, and fleet.

Responsibilities/Essential Functions:

1. Supervise the Utility Department with 8-10 direct reports
2. Supervise and coordinate the day-to-day maintenance and repair of the Operations and Administration building, Transfer Station, and grounds
3. Schedule, coordinate, and ensure the completion of preventative maintenance
4. Regularly inspect cleanliness of facilities and revenue vehicles
5. Ensure that the nightly cleaning, refueling, and revenue collection is being completed thoroughly
6. Produce and maintain an inventory of current bus stops and shelters; manage sign replacement and sign/shelter upkeep
7. Act as the direct communication link between the Utility Department and Maintenance Manager
8. Take inventory of facility and revenue vehicle cleaning supplies monthly and coordinate with the Parts Clerk to resupply
9. Manage special projects as required

Knowledge, Skills and Abilities:

- Attention to detail
- Experience in a labor/union environment
- Ability to establish and maintain effective working relationships with others
- Ability to communicate effectively orally and in writing; to include providing guidance and instruction to direct reports
- Must possess a valid Commercial Virginia Driver's License and an acceptable driving record throughout employment
- Ability to make independent decisions within scope of responsibility
- Working knowledge of HVAC and basic electrical components
- Working knowledge of computer software programs (Including: Microsoft Word, Outlook, Excel, etc.)

Emotional, Psychological and Physical Requirements:

Ability to:

- Work a varying schedule
- Coordinate emergency situations
- Counsel employees
- Concentrate on priority tasks with frequent interruptions

Physically:

- Prolonged walking and standing
- Lifts heavy loads at times (50+ Pounds)
- Drive vehicles for up to 4 hours at a time (Rarely)

Additional/Miscellaneous/Special Requirements:

- Possession or ability to obtain within 60 days of hire a Class B (Passenger and Air-Brake endorsement) Commercial Drivers License
- Acceptable criminal history record and child protective services check upon hire and must be maintained throughout employment
- Acceptable drug screen results upon hire and as regularly required by policy for position

Education and Experience:

- Experience with a detail-oriented environment
- Experience working in a Labor Union environment preferred.
- Experience managing a team of individuals

AMERICANS WITH DISABILITIES ACT COMPLIANCE

Greater Lynchburg Transit Company (GLTC) is an Equal Opportunity Employer. The ADA requires GLTC to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Original Effective Date: 6/9/2021

Review/Revision Date(s):

Approval by General Manager: _____ Approved Review Date: _____

EMPLOYEE REVIEW AND ACKNOWLEDGEMENT

As an employee of GLTC you have a right to an up to date copy of your Job Description. This document may be revised at any time by management, in the event of a revision you will be provided with a new copy which represents the new job description/duties. Only copies signed as approved by the General Manager are considered official. Employees must understand that Job Descriptions may be used as a basis for annual performance reviews.

Employee Signature

Printed Name

Date Signed