



Job Description

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| Title: Inventory / Facilities Supervisor | | | | Revision Date 05/01/2024 |
| Reports to: Director of Maintenance | | | | |
| Supervises: 3-4 EE | | | | |
| FLSA Category Exempt | Non-Represented | Non-Safety Sensitive | Full Time | EEO Category First/Mid Level Officials and Managers |
| Work Schedule (subject to change) Generally Monday through Friday Occasionally required to work beyond scheduled work hours and/or days | | | | |
| Job Description Summary The Inventory/Facilities Supervisor will manage the parts inventory for approximately 100 vehicles and oversee LCTA facilities. | | | | |
| Essential Functions | | | | |
| <ul style="list-style-type: none"> • Inspections of all buildings and grounds of all LCTA facilities including equipment such as alarms, plumbing, elevators, etc. • Observation of the operating performance of systems, including diagnostics, inspections, and documentation to prevent equipment breakdown and ensure a clean, hazard-free environment. • Direct the maintenance of all LCTA facilities and buildings. • Monitor/maintain the inventory of all facilities in coordination with compliance personnel. • Prepare work orders and obtains quotes when applicable depending on the size and scope of work. • Assists with investigation as necessary related to incidents or accidents related to LCTA property. • Responds to emergencies and respond to complaints or service requests. • Develop and monitor/supervise the maintenance department recordkeeping functions and its computerized systems. • Establish and maintain a continuous program of cost reduction evaluation regarding labor, parts, and supplies. • Maintain compliance with Labor and Industry building code standards. • Ensure proper functioning of ADA components. • Coordinates Labor and Industry Inspections and/or third-party facility inspections; including documentation of inspections for FTA and/or other state reviews. • Participate in the discussion and resolution of personnel matters within facilities/maintenance department (i.e. hiring, promotion, discipline, etc.). • Oversee maintenance of buildings and grounds including the engagement of outside contractors. • Prepares parts orders for all vehicles. • Assists with annual inventory. • Receives parts and enters them into an inventory system. • Updates inventory when parts are removed. • Keeps record of tire mileage and inventory. • Assists with vendors. • Assists with keeping fuel sheet up to date. | | | | |



Job Description

- Regular communication with Authority co-workers regarding questions, concerns, complaints, company protocol and other issues that are related to employment.
- Understand and comply with protocol and procedures during shift without direct supervision.
- Be able to act appropriately when faced with an emergency situation by the utilization of good decision making coupled with following Authority protocol and procedures.
- Others duties as assigned.

Qualifications, Education, Training, Certification, Licenses Requirements

- Requires and maintains a Pennsylvania license.
- Must be at least 23 years of age.
- Must have an acceptable driving record.
- Preferred CFM Certified
- Must have job related experience.
- Must be proficient in computers.

Additional Working Conditions

- Must be available for all emergency calls 24 hours/7 days per week
- Works in all weather conditions
- Able to lift up to 75 lbs
- Requires the use of PPE including but not limited to eye and hearing protection and safety vests
- The ability to use electrical tools such as power tools, hand tools, operate snow blowers and ladders

Knowledge, Skills and Abilities Required

- Excellent written and oral communication skills.
- Ability to work independently.
- Ability to perform multiple tasks and manage multiple responsibilities concurrently.
- Exceptional interpersonal skills.
- Must maintain confidentiality with regard to all information and records.
- Proficient in a variety of technology products including MS Office and Inventory/Fleet Management software.

LCTA is an affirmative action and equal opportunity employer. In accordance with anti-discrimination law, LCTA prohibits discrimination and harassment of any type and affords equal opportunities to employees and applicants without regard to race, color, religion, sex, gender identity, sexual orientation, pregnancy, national origin, disability, genetic information, age, retaliation, veteran status, or other applicable legally protected characteristics.

LCTA is committed to providing access, equal opportunity and reasonable accommodations for individuals with disabilities in employment, its services, programs, and activities. LCTA will continue to provide reasonable accommodations to employees and applicants with disabilities, and for religious observances and practices. To request reasonable accommodation, contact the Director of Human Resources Department at 570-288-9356.