



ASSET MANAGER

Department: Administration

Exempt: [yes or no]

Reports To: Director of Facilities

Date: []

Position Summary

The Asset Manager is responsible for the oversight of all reporting, planning, and state of good repair for GATRA owned assets including, but not limited to vehicles, related maintenance equipment, buildings and systems under the direction of the Director of Facilities.

Primary Responsibilities:

- Oversee preventative maintenance intervals are being met for all assets
- Coordinate and monitor maintenance software and upgrades
- Ensure complete and accurate vehicle maintenance records and files are kept by operator
- Coordinate warranty/vendor management
- Ensure all DOT compliance and inspections of revenue and service equipment are being completed
- Responsible for completing and maintaining vehicle registrations, title files, and GATRA's Transit Asset Management system.
- Coordinate vehicle insurance claims and schedule vehicle appraisals/repairs
- Advise GATRA contractors on vehicle recalls and major repairs; ensure the completion of these items
- Develop specifications for new vehicle acquisitions
- Advise Director of Compliance of vehicle maintenance issues with contractors
- Coordination of Insurance Program as it relates to vehicles
- Other duties assigned by the Director of Facilities

Other Responsibilities:

- Maintains GATRA's tire lease program
- Oversee fare revenue systems
- Works with Capital Planning team for long range planning of capital investments
- Oversees sale and proper disposal of vehicles that have met satisfactory life cycle

Please forward resume to: nfoley@gatra.org