

METROWEST REGIONAL TRANSIT AUTHORITY



MWRTA Director of Fleet Maintenance

Position Statement

Summary

The MetroWest Regional Transit Authority (Massachusetts) is seeking a skilled and experienced individual to fill the position of MWRTA Director of Fleet Maintenance. Under the direction of the Deputy Administrator of Operations, the Director of Fleet Maintenance shall be responsible for the day-to-day oversight of vehicle maintenance, including management and scheduling of fleet maintenance staff, and any outside vendors that are directly or indirectly related to fleet operations, and coordination of vehicle maintenance of MWRTA member community non-profits and Council on Aging entities utilizing vehicles under agreement with the MWRTA. The Director of Fleet Maintenance will be responsible for ensuring optimal fleet performance and efficiency, managing and coordinating maintenance and repair, and ensuring compliance with safety regulations. The ideal candidate possesses strong leadership skills, excellent communications skills, and a deep understanding of fleet management principles.

Organization

The [MetroWest Regional Transit Authority](#) (MWRTA) was formed in 2006 and began service on July 1, 2007, with a commitment to deliver expanded public transportation service to the business and commercial hubs across the MetroWest region. The goals and purpose of the MWRTA are exemplified in its mission statement:

Build a public transportation system to deliver convenient and dependable service that enhances mobility, environmental quality, and economic vitality in the region.

The service area of the MWRTA consists of the cities of [Framingham](#) and [Marlborough](#), and the towns of [Ashland](#), [Dover](#), [Holliston](#), [Hopedale](#), [Hopkinton](#), [Hudson](#), [Milford](#), [Natick](#), [Sherborn](#), [Southborough](#), [Sudbury](#), [Wayland](#), [Wellesley](#), and [Weston](#).

MWRTA operates a total of fourteen [Fixed Bus Routes](#) with detailed schedules and tracking information available. MWRTA also provides several [Commuter Shuttles](#) serving specific areas and locations. MWRTA has contracts with National Express (WeDriveU), for providing both fixed route service, ADA paratransit service, and Dial-a-Ride service in several towns. The MWRTA provides on-site management of the Framingham Intermodal located in downtown Framingham at the MBTA Commuter Rail Station.



Various programs provided by MWRTA include Demand Response, MetroWest Ride (ADA Transit), [CATCH Connect](#), and Dial-a-Ride. The MWRTA works in cooperation with several Councils on Aging (COAs) to provide senior and disabled transportation for towns in the MetroWest area.

The Role of the Director of Fleet Maintenance

The Director of Fleet Maintenance shall manage all aspects of the MWRTA Maintenance Department consisting of over 100 vehicles. The position requires senior level management experience and an in-depth understanding of public transportation operations. The Director of Fleet Maintenance shall be responsible for the day-to-day line oversight of vehicle maintenance, including management and scheduling of fleet maintenance staff, and any outside vendors that are directly, or indirectly, related to fleet operations, and coordination of vehicle maintenance of RTA member community non-profits and Council on Aging entities utilizing vehicles under agreement with MWRTA. The position requires knowledge of, and organizational and administrative skills relating to, overall fleet operations of the Authority, including, but not limited to, inventory, procurement, insurance reporting, customer relations, safety, and snow and ice. Duties include, but are not limited to:

- Serves as primary oversight of fleet maintenance.
- Manages current fleet of over 100 type vehicles of B, C, and D licensure (including Gilligs, Cutaways, Transits, and SUVs), powered by gas, compressed natural gas (CNG), and electric, as well as facility maintenance vehicles of light trucks, loaders, and other various equipment.
- Utilizes fleet organization software to maintain state of good repair of assets, identifies warranty opportunities, reduces costs, compiles data for audit compliance, and improves maintenance efficiency.
- Manages and supervises fleet maintenance and repair activities to ensure vehicles are available and in good working condition.
- Assists in procurement requests for new replacement vehicles and equipment.
- Receives and processes detailed vehicle accident and damage reports for timely insurance reporting, and works to ensure proper repairs are completed.
- Identifies and coordinates equipment training needs.
- Serves as liaison between maintenance staff and administration.
- Work schedule is 40 hours per week, Monday thru Friday (on-call after hours, as necessary).
- Performs other related duties, as assigned by the Deputy Administrator.

Experience, Knowledge, and Skills:

- At least seven years of full-time, or equivalent part-time, professional, administrative and/or managerial experience in business administration, business management or apprentice administration, the major duties of which involved vehicle program management, fleet administration, and transportation program coordination; of which at least three years must have been in a supervisory capacity.
- Possession of a current and valid Massachusetts CDL, Class B Motor Vehicle Operator's license (with passenger endorsement and Air Brake endorsement) and Department of Public Safety Engineering License with a minimum 2B hoisting license. Applicants who do not possess but are able to obtain these licenses within six months of hire will be considered. Massachusetts State Vehicle Inspector's License preferred, but not required.
- Experience in towing vehicles preferred, but not required.
- Extensive knowledge, experience, and understanding of all aspects of vehicle maintenance operations and of mechanical aspects of vehicles.
- Knowledge, experience, and in-depth understanding of public transportation services.
- Excellent organizational and leadership abilities; ability and initiative to make daily operational decisions.
- Excellent communication and interpersonal skills, with a professional and courteous manner.
- Proficiency in MS Office and fleet management software.

Compensation

Starting annual salary: \$115,000-\$125,000, commensurate with qualifications and experience. A competitive and attractive benefits package, including health and dental coverage and retirement benefits (pension) through the [City of Framingham's Retirement System](#), is part of the compensation package.

How To Apply

Interested applicants should send a cover letter and résumé, in confidence, via email to:

Apply@communityparadigm.com

Subject: MWRTA Director of Fleet Maintenance Search

Submit a single PDF containing both cover letter and résumé. Position is Open Until Filled with a first round of résumé reviews on April 30, 2025. Résumés will be reviewed according to the outlined experience and qualifications. Applicants chosen to interview for the position will be contacted by Community Paradigm Associates. Finalists will be asked to submit references and for approval of background reviews before their name is advanced to the MWRTA Administrator for final interviews.

Questions regarding the position should be directed to:

Ray Santilli, Senior Associate
Community Paradigm Associates
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781-775-7442

The MetroWest Regional Transit Authority is an Equal Opportunity/Affirmative Action Employer and complies with ADA Requirements.