

Job Details

Job Title Assistant Director - Maintenance Operations

Job ID 20170833

Location Plano - Corporate Headquarters

Full/Part Time Full-Time

Regular/Temporary Regular

Favorite Job 

NORTH TEXAS TOLLWAY AUTHORITY

NTTA is an organization sanctioned by the State of Texas to develop and maintain high-quality roadways in North Texas. We are viewed as a cutting-edge leader in the toll industry nationwide, delivering transportation solutions to almost 3 million clients. As a customer-driven organization, our purpose is to enhance the quality of life for area residents. We serve a one of the fastest growing regions in the United States, and continue to grow with it to meet increasing transportation needs. NTTA is a vibrant organization with a highly qualified, energized, and engaged team. We are looking for individuals to join this team and help us maintain our place as a respected leader and partner in the region's transportation network.

Brief Description:

This position will report directly to the Director of Maintenance Operations. The purpose of the Assistant Director of Maintenance Operations is to assist in establishing goals and strategies for infrastructure and asset management of the roadway and building assets, to develop and implement plans and budgets, and to represent the agency in the absence of the Director. This is accomplished by planning and organizing operations and maintenance activities, ensuring compliance with regulatory practices, assisting with personnel matters, developing and monitoring budget expenditures, collaborating with other departments, agencies and local governments, working with consultants, and representing the agency. Other duties include participating in strategic and space planning, monitoring contracts, overseeing fleet vehicles, and developing policies and procedures manuals. Provide planning, scheduling and support for inclement weather, and snow and ice events.

Essential Responsibilities:

- Prepares and manages the annual budget by researching information, recommending purchases, expenditures, capital equipment and staffing levels, presenting budget or recommendations, monitoring ongoing expenditures, and recommending budget adjustments.
- Manages contracts by maintaining and reviewing regular reports and spreadsheets, reporting contract status, assisting managers with proposal language or contract negotiations, and ensure managers monitor work progress and adherence to schedules and budgets.
- Manages business activities by reviewing equipment, facility and personnel efficiencies, correcting deficiencies, monitoring and evaluating staff performance, overseeing the appraisal process, establishing training programs, forecasting personnel needs, participating in strategic and space planning, monitoring service programs and deliveries, overseeing fleet vehicle programs, participating in special projects, ensuring policy compliance, and participating in training.
- Ability to cope with job related stress including but not limited to deadlines, customer, supervisory and staff interactions, multi-tasking and high work volumes is required. Provide support during inclement weather and participate in Snow and Ice events.

Requirements:

Formal Education - Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Master's degree-level of study, P.E., Law Degree, CPA.

Experience - Over nine years experience.

Supervision - Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.

Human Collaboration Skills - Recommendations regarding policy development and implementation are made and/or recommended. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

Freedom to Act - Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. The assignment may be reviewed upon completion. Performance is reviewed periodically.

Technical Skills - Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Budget Responsibility - Oversees budget preparation of a division/section budget. Has responsibility for approval of final documents sent to the Department Head. Reviews and approves expenditures of significant budgeted funds for the division/section.

Reading Comprehension Skills - Advanced: Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above.

Mathematical Skills - Advanced: Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above.

Writing Skills - Advanced: Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above.

Certifications & Other Requirements - Must possess a valid driver's license and Registered by the State of Texas as a Professional Engineer.

How To Apply

Click Apply. Register or log-in to your account. Complete the application in its entirety, including any questions, and click Submit.

If you have questions about the application process, please access our [Frequently Asked Questions](#)

At any time during the application process, you can click on the Job Title to which you are applying to return to this page to access the FAQs.

Refer your Family and Friends to apply at <https://careers.ntta.org>

NTTA is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability or veteran status.