



Cuyahoga Valley Scenic Railroad

Equipment Maintenance and Capital Project Manager

Job Description

GENERAL SUMMARY OF DUTIES:

An Equipment Maintenance and Capital Project Manager is responsible for planning, scheduling, performing, directing, and evaluating tasks, projects, and resources relating to rail equipment repairs or improvements. They must routinely advise, consult, and help employees and volunteers and are also responsible for schedules, budgets, records, and deadlines. Additionally; research, resource, and specify any necessary parts to complete repairs and/or projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Scheduling and Resource Loading

- Maintain yearly master work schedules and resource loading including reported repairs, routine maintenance, capital projects and emergency repairs.
- Schedule needed shop/equipment moves with the transportation department
- Plans, schedules, daily/weekly workflow with mechanical department, project leaders and shop volunteers.
- Schedule contractors to keep projects on time or fulfill specific project skillset.
- Schedule tasks or projects to mechanical department, project leaders, and shop volunteers.
- Develop project plans and track performance, continuously update, revise, and create status reports.
- Work with the Director of Operations and mechanical staff to develop comprehensive future capital improvement plan.

Budgeting

- Assist the Director of Operations in developing yearly budgets for shop and equipment supplies
- Assist the Director of Operations in developing capital improvement project budgets
- Track budget performance, create budget forecast and create budget status reports.
- Work with Development department to define and report on grant supported projects.

Procurement

- Responsible for the research and specification of purchased goods and services used to maintain equipment and/or used in capital equipment projects.
- Work with purchasing manager in ordering and placing PO's for supplies, parts, or services, follow up with vendors on deliveries, check in and disperse items as delivered.
- Maintain inventory levels of supplies and parts used for routine maintenance.
- Coordinates with mechanical department, project leaders, and shop volunteers pertaining to essential items of supply and how they affect the schedule



Cuyahoga Valley Scenic Railroad

Management

- Provide technical guidance to mechanical employees and volunteers.
- Be the liaison between mechanical employees, shop volunteers, and the Director of Operations.
- Assist in maintaining good work practices and shop workflows.
- Support the safe working conditions for all employees and volunteers.
- Utilizes and updates equipment records and repair data in the fleet management software program
- Evaluates and approves work orders performed

REQUIREMENTS:

- High School Diploma or GED
- Excellent written and verbal communication skills, including typing skills
- Good working knowledge of Microsoft Word and Excel are essential
- Experience with Microsoft Project and Sage 100 preferred
- Full-Time Employment with benefits – 40hrs per week
- On-site at CVSR's Fitzwater facility in Valley View/Independence, OH
- Possess a valid state-issued driver's license.
- Able to perform work on uneven surfaces, frequently climb ladders and on/off equipment, and work from various heights.
- Able to work in conditions that include loud noise and fumes, work on and around heavy and moving machinery, bend, walk, stand and sit for extended periods of time and use hand tools.
- Follow safety policies and procedures and wear the required personal protective equipment required for the job in a safe manner.