



Operations Manager

CTA is seeking a person to manage our fleet of approximately 60 vehicles as well as oversee maintenance of 35 residential homes and 6 commercial sites. This position will supervise maintenance staff, as well as maintain and establish relationships with subcontractors.

Some of the skills needed, duties of the job, and qualifications include:

- ❖ Respond to emergency maintenance requests, complete basic maintenance on vehicles and properties when needed.
- ❖ Develop a system to track commercial site and residential maintenance needs.
- ❖ Track and ensure completion of vehicle preventative maintenance.
- ❖ Perform safety checks on vehicles and approve repairs.
- ❖ Regularly review all properties to assess needs.
- ❖ Respond to maintenance requests from programs and coordinate maintenance schedules with them.
- ❖ Be the primary point of contact for insurance companies in the event of an auto accident.
- ❖ Work with the CTA Quality Assurance Specialist and programs to ensure licensing/certification requirements are met at each location.
- ❖ Manage fire safety requirements, including location fire inspections and fire extinguisher inspections and tagging.

This is a dynamic position that requires a great deal of organization skills, communication, and being proactive. The ideal candidate will have at least basic knowledge in a variety of maintenance-related issues including, but not limited to, plumbing, electrical, framing and drywall, painting, and vehicle maintenance.

Those interested in applying please send a resume and brief letter of intent expressing your interest either via email to hr@ctasupports.com, or on Slack to [@joelbingham](#). This position will remain open until filled.

Thank you and good luck!