

Maintenance Supervisor – Alabama Toll Operations

POSITION: Maintenance Supervisor

FLSA: Exempt

LOCATION: Central Alabama Facilities (Tuscaloosa By-Pass, Emerald Mountain Expressway, Montgomery Expressway)

DEPARTMENT: Operations

REPORTS TO: Manager of Alabama Toll Operations

POSITION SUMMARY

The Maintenance Supervisor is responsible for overseeing, coordinating, and performing maintenance activities across all Alabama Toll Operations facilities. This position provides direct supervision to maintenance technicians and may provide functional guidance to toll attendants during maintenance-related activities. The role combines hands-on technical work with leadership, planning, compliance, and reporting responsibilities to ensure safe, reliable, and efficient toll operations.

SUPERVISORY RESPONSIBILITIES

- Directly supervises maintenance technicians and contractors, if applicable
- Assigns work, sets priorities, and monitors performance and completion of tasks
- Provides training, coaching, and performance feedback
- Enforces safety policies, procedures, and regulatory compliance
- Assists management with scheduling, staffing needs, and performance evaluations

DUTIES AND RESPONSIBILITIES

Primary Location – Tuscaloosa By-Pass

- Supervise daily maintenance activities of the toll plaza, toll booths, and office building
- Perform and oversee preventative maintenance, troubleshooting, and repair of toll collection systems, electrical components, networking peripherals, and related equipment
- Coordinate maintenance coverage to support toll attendants and office staff, including relief support as needed
- Conduct routine inspections and ensure completion of required reports, logs, and checklists
- Ensure the safety and security of customers, visitors, and staff while maintaining efficient traffic flow
- Maintain inventory of tools, equipment, parts, and supplies; recommend replacements and upgrades
- Coordinate with vendors, contractors, and internal departments for specialized repairs and projects

Secondary Locations – Emerald Mountain Expressway & Montgomery Expressway

- Plan and conduct monthly site visits for Safety, Facility, and Bridge inspections
- Supervise and perform preventative maintenance on toll and facility equipment
- Lead planned maintenance projects and minor capital improvements
- Ensure consistent maintenance standards and documentation across all facilities

Administrative & Leadership Duties

- Develop and implement preventative maintenance schedules
- Maintain accurate maintenance records and compliance documentation
- Assist with budget planning, cost control, and capital improvement recommendations
- Participate in emergency response, after-hours call-outs, and incident investigations as required
- Perform all other duties as assigned by the Manager of Alabama Toll Operations

REQUIREMENTS AND QUALIFICATIONS

Education & Experience

- High School Diploma or GED (required)
- Associate degree or technical training in Electrical, Mechanical, Facilities Maintenance, or a related field (preferred)
- Minimum of **3–5 years** of progressive maintenance experience in facilities, transportation, utilities, or industrial environments
- Minimum of **2 years of supervisory or lead technician experience**

Technical Skills

- Advanced electrical skills (panels, outlets, switches, lighting, basic troubleshooting)
- Working knowledge of low-voltage systems, tolling equipment, cameras, and access controls
- Proficiency with PC hardware, peripherals, and basic networking concepts
- Carpentry skills (painting, drywall repair, minor construction)
- Plumbing skills (restroom fixtures, valves, minor repairs)
- Proficient in the use of hand and power tools, diagnostic equipment, and safety devices

Certifications (Required or Preferred)

- OSHA 10 or OSHA 30 Certification (required within 6–12 months of hire)
- Electrical Safety or Industrial Maintenance Certification (preferred)
- Certified Maintenance & Reliability Technician (CMRT) – SMRP (preferred)
- Facilities Maintenance Certification or equivalent (preferred)
- First Aid / CPR / AED Certification (required)
- Valid Driver’s License with acceptable driving record (required)

Professional Competencies

- Strong leadership, delegation, and team development skills
- Excellent customer service orientation
- Strong written and verbal communication skills
- High level of organization, documentation, and attention to detail
- Ability to read manuals, schematics, and technical documentation
- Ability to work independently and make sound decisions under pressure

PHYSICAL & WORKING CONDITIONS

- Ability to stand, walk, climb, bend, and lift up to 50 pounds
- Ability to work outdoors in varying weather conditions
- Availability for nights, weekends, and emergency call-outs as needed

Employee Signature: _____ Date: _____

Manager/Supervisor: _____ Date: _____