



Passenger Lift Maintenance Supervisor

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
790	Exempt	7 – Skilled Craft Worker	AFSCME	7	11/9/94	866	1 of 2

DEFINITION: Under general supervision; plans, develops and implements a comprehensive maintenance program for passenger vehicle lifts in the District's fleets; and trains and supervises staff.

REPORTS TO: The Central Maintenance Superintendent, or designee.

ESSENTIAL FUNCTIONS may include, but are not limited to the following:

- Administers the District's Lift Maintenance Program; and ensures that lift equipped vehicles are scheduled and available for maintenance and repair as required.
- Inspects lift installation on new coaches and makes recommendations; determines type of repairs needed; and estimates time of completion.
- Provides training and information to Passenger Lift Mechanics regarding manufacturer's specifications, proper repair procedures, and updates staff regarding changes and updates in technology.
- Supervises personnel engaged in the repair and maintenance of passenger lifts, and assigns lift repair work according to set priorities.
- Inspects completed lift repairs to ensure operational safety and efficiency of lifts, as well as repair facilities to ensure a clean and safe work environment.
- Evaluates road calls related to lift equipped vehicles, recommends process improvements, and recommends and implements corrective actions.
- Serves as the District's technical expert on passenger lifts, and develops specifications for passenger lifts relating to procurement of lift equipped vehicles.
- Trains Transportation Supervisors and Bus Operators regarding how to properly operate passenger lifts; instructs, monitors, and trains new lift mechanics; and trains the disabled on how to use wheelchair restraints and correctly ride a passenger lift.
- Serves as a member of an Accessibility Advisory Committee to resolve passenger lift related problems and concerns; collaborates with the disabled community in resolving transit mobility problems.
- Administers progressive discipline including employee counseling, and oral and written warnings; participates in disciplinary and arbitration hearings as requested; and holds informal discussions with union shop stewards or union officials to resolve workplace complaints or problems in the work environment.
- Investigates written customer complaints, prepares reports and responses for management review, recommends procedures to alleviate problems.
- Provides data related to departmental goals, objectives, and performance indicators.
- Uses personal computers and related software programs for on-line data inquiry, generation of preventative maintenance schedules, parts availability, and management control reports.
- Performs other related duties as required.



Passenger Lift Maintenance Supervisor

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
790	Exempt	7 – Skilled Craft Worker	AFSCME	7	11/9/94	866	1 of 2

MINIMUM QUALIFICATIONS:

Knowledge Of: Tools, equipment and materials used in lift maintenance and repair; the different models and types of lifts available in the current market; personal computers, currently used software programs for spreadsheets and word processing, and one or more inventory control software programs similar to that currently used by the District.

Ability To: Organize and run a complete lift maintenance program with minimal supervision; read and understand blueprints, wiring and hydraulic schematics, and technical instructions; learn and apply pertinent provisions of current applicable Collective Bargaining Agreements, AC Transit personnel rules and regulations, positive performance counseling program, and all regulatory agency guidelines; learn general office practices; communicate clearly and concisely in English both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

Skilled In: Technical aspect of lift repair and operation in all phases; performing shop mathematics calculations, and reading of technical instruments.

Education: Equivalent to completion of the 12th grade, plus additional formal technical skills education relating to the maintenance and repair of lifts; college coursework in supervision, business administration or related subjects.

Experience: A minimum of five (5) years experience as a Lift Mechanic which included diagnosis and repair of a variety of bus passenger lifts, and three (3) years supervising a staff of Lift Mechanics

License Requirement: Must possess and maintain a valid California Class C Driver License and meet AC Transit District's driving standards.

NOTE: This job description was written 11/9/94. The language has not yet been revised. For practical reasons, it has been transcribed in the MS Word electronic format. (11/4/03)

S:\HR\Data 12-01-01\Class-Comp\Class Specs\PassLiftMaintSupv 11 94-CS.doc