



Maintenance Supervisor

| Class Code | FLSA Status | EEO Category | Represented Status | Salary Grade | Effective Date | Resolution # | Pages |
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| 795 | Exempt | 2 - Professionals | AFSCME | 7 | Rev 10-10 | Ca 1988 | 1 of 2 |

DEFINITION: Under general supervision; provides direct supervision to a Maintenance division work-shift; assigns and prioritizes work functions; schedules, motivates, and trains assigned staff; ensures the timely and high-quality repair of coaches and adherence to preventive maintenance programs; and keeps accurate records of all work performed.

REPORTS TO: The Senior Maintenance Supervisor of the assigned Division, the Maintenance Superintendent, or designee.

REPRESENTATIVE FUNCTIONS may include, but are not limited to:

- Supervises, schedules, and assigns work to Maintenance staff, including mechanics, Service Employees, Janitors and Facilities Maintenance Mechanics.
- Inspects new coaches and coaches needing repair, arranges for scheduled and routine maintenance, determines types of repair needed, estimates time of completion, and road tests vehicles.
- Inspects coaches for cleanliness, and orders corrective maintenance as needed.
- Submits written reports of all work completed on shift, and status of jobs not completed.
- Works with Materials staff to ensure that appropriate automotive and heavy-duty coach parts are ordered and stocked in sufficient quantity to ensure timely repair.
- Communicates with the Operations Control Center and Transportation Dispatchers throughout the day in order to fill runs.
- Reviews defect cards and road call sheets in order to eliminate road calls.
- Inspects facilities and equipment including shop tools to ensure adherence to safety and environmental regulations, as well as clean and efficient working conditions; and orders maintenance and repairs as needed.
- Consults with Bus Operators to get information regarding repairs.
- Instructs, or monitors the ongoing instruction and evaluation of all assigned employees, and ensures that training for all Mechanics is being provided, as outlined by the Apprentice Training program.
- Engages in disciplinary action of employees and participates in first level disciplinary or grievance hearings as needed.
- Coordinates and communicates with vendors and other outside organizations in order to track warranty work and schedule coaches.
- Monitors the attendance of assigned staff, and reviews and approves daily time cards.
- Monitors the work of Relief Working Supervisors and Leads in the Unit Room, garage, fuel islands, and all shops.
- May participate in the selection process for Maintenance staff, as required.
- May act as Maintenance Superintendent, as needed.

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| This Class Specification is intended to present a descriptive list of the range of essential functions performed by an incumbent in this class, but is not intended to reflect all duties performed within the job. | Est 11/88. Rev. 10-02 & 12/04 | _____ Approved by Mary V. King, Interim General Manager Date |
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- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge Of: Principles and techniques of supervision including leadership, goal-setting, and team-building; applicable union Collective Bargaining Agreements; principles of progressive discipline; modern shop and office practices; current applicable computer software for materials inventory, spreadsheets and word processing; shop equipment, tool, and materials used in a heavy duty maintenance repair facility; diesel and gasoline power trains, and the rebuilding of component parts and units; preventive maintenance programs; electronic, hydraulic, and pneumatic systems; shop mathematics including the metric system of measurement; safety procedures; applicable federal and state safety regulations including Cal-OSHA guidelines; the District's current computerized Maintenance and Materials Management system or equivalent; and current software for spreadsheets, word processing, and databases at the intermediate level of proficiency. .

Ability To: Supervise, motivate, train, and provide work direction to a diverse staff; effectively schedule, prioritize and assign work to maximize division efficiency; effectively address, investigate, and resolve complaints and issues of concern to staff in a tactful and courteous manner; monitor facilities to ensure adherence to safety regulations, cleanliness, and an efficient work environment, and take corrective action when necessary; quickly learn and effectively use new computerized systems and software when adopted by the District; communicate effectively both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work using principles of excellent customer service.

Education: Equivalent to completion of the 12th grade. Post-secondary coursework in diesel repair and maintenance, supervision, and/or business administration is desired.

Experience: Either:

1 Three (3) years of progressively responsible experience as a Journey level heavy-duty mechanic including at least one (1) year of supervisory and lead responsibility; OR

2 Three (3) years of progressively responsible experience as a Journey level heavy-duty mechanic including college courses equivalent to nine (9) semester units in Public Administration, Supervision, Personnel Administration, Business Administration; OR

3 Five (5) years of progressively responsible experience as a heavy duty mechanic including three (3) years experience at the Mechanic "A" level or equivalent.

For Internal Candidates: No suspensions or adverse entries within the preceding twelve (12) months.

Desirable Qualifications: Supervisory and preventive maintenance experience, and working knowledge of MS Office suite and the District's computerized Maintenance and Materials Management System or an equivalent.

Physical Requirements: Must maintain the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; (2) possess physical mobility in order to move safely around a large maintenance and repair facility; and (3) Ability to lift up to 50 pounds, bend and turn comfortably, and perform fine motor movements while standing.

Special Requirements: (1) Must possess and maintain a California Class C Driver License, and meet the District's safe driving standards; and (2) Must be willing to accept any shift at the assigned Maintenance Division, and may be on-call during off-duty hours.

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Approved by Mary V. King, Interim General Manager

Date