



## Senior Maintenance Supervisor

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
792	Exempt	2 – Professionals	AFSCME	8	REV 10-10	2071	1 of 2

**DEFINITION:** Under general supervision; prioritizes, assigns, and inspects the work of Maintenance Supervisors and other Maintenance Department staff in a Division; motivates, trains, and supervises staff; ensures the timely repair of coaches and adherence to warranty requirements and preventive maintenance programs; and keeps accurate records of all work performed.

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

**REPRESENTATIVE FUNCTIONS** may include, but are not limited to:

- Provides direct supervision to the Maintenance Supervisors, and work direction to other Maintenance department staff of the assigned Division; including Mechanics, Service Employees, Janitors, and Facilities Maintenance Mechanics.
- Coordinates and monitors utilization of labor, materials, parts, and warranty repairs; and acts as the Division’s authority on current Maintenance Management System software.
- Acts as a Division’s quality assurance coordinator, ensuring adherence to all warranty requirements at the Division and coach level, as well as manufacturers’ requirements, preventive maintenance programs, and standard operating procedures.
- Acts as the liaison between Maintenance and Transportation Departments at a Division to address issues of concern.
- Instructs or monitors ongoing instruction of new employees, evaluates the progress of Apprentice Mechanics, and recommends additional training as needed.
- Travels to manufacturers’ facilities to study and inspect coaches in all stages of design and assembly for ongoing and potential bus buys, in order to assess quality of design and construction, and to ensure adherence by manufacturers to the District’s contract requirements.
- Maintains databases, reconciles and confirms data, and provides extensive statistical analysis of Division data regarding out-lates and cancellations, as well as maintenance and repair programs and activities; and submits written reports on a monthly and quarterly basis of all work completed, and work still in progress.
- Inspects repair projects in progress to assure compliance with project specifications, and initiates corrections or adjustments to project schedules, if necessary.
- 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.
- Works with Materials staff to ensure that appropriate automotive and diesel 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 regulations, as well as clean and efficient working conditions; and orders maintenance and repairs as needed.

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. 11/02  
1<sup>st</sup> rev  
10/10

Approved by Mary V. King, Interim General Manager

Date



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- Consults with Bus Operators to get information regarding repairs.
- Engages in disciplinary action of employees and participates in first level disciplinary or grievance hearings as needed.
- Participates in the selection process for Maintenance staff, as required.
- Coordinates and communicates with vendors and other outside organizations in order to track warranty work and schedule coaches.
- Administers and monitors the District's attendance policy for assigned staff, and may review and approve daily time cards.
- Monitors the work of Relief Working Supervisor and Lead persons in the Unit Room, garage, and all shops.
- Acts as the Division's Maintenance Superintendent in the absence of that incumbent.
- 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; preventive maintenance programs; current applicable computer software for materials inventory, spreadsheets and word processing; shop equipment, tool, and materials used in a diesel maintenance repair facility; diesel and gasoline internal combustion engines and the rebuilding of component parts and units; electronic, hydraulic, and pneumatic systems; shop mathematics including the metric system of measurement; safety procedures; and applicable federal and state safety regulations including Cal-OSHA guidelines.

**Ability To:** Understand and interpret the provisions of multiple manufacturers' warranties and preventive maintenance programs and re-prioritize work accordingly; analyze and interpret data from multiple sources and write clear and concise reports on data and maintenance department activities in a Division; 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; adhere to a budget and track expenditures; 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 good customer service.

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

**Experience:** Five (5) years of progressively responsible experience as a heavy-duty coach mechanics, and a minimum of three (3) years as a Maintenance Supervisor, or equivalent at a comparable transit agency.

**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 about a large maintenance facility; and (3) possess the ability to lift up to fifty (50) pounds, bend and turn comfortably, and perform fine motor movements while standing.

**Special Requirements:** 1). Must possess, or obtain and maintain a California Class C Driver License, and meet the District's safe driving standards. (2). Must be willing to accept any shift at the assigned Maintenance Division, and may be on-call during off-duty hours. (3). Must be able to accept occasional special assignments that require long distance air travel. S:\HR\Data 12-01-01\Class-Comp\Class Specs\Sr.Maint Supervisor REV 10 10-CS.doc

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