



**Title: Maintenance Superintendent-Bus**

FLSA Status: Exempt

**BRIEF DESCRIPTION:**

The purpose of this position is to perform tasks in many of the following areas: vehicle and equipment maintenance, project development, oversight and management, information tracking and reporting, and field safety and accident investigation. This is accomplished by directing activities to ensure compliance with local, state, and federal guidelines, vehicle and equipment manufacturers, all safety policies, and other regulatory requirements, coordinating and managing activities relating to contractors, vendors, and miscellaneous personnel, monitoring equipment, completing analyses, meeting revenue service requirements, administering collective bargaining agreements, working with supervisors and maintenance employees to identify mechanical problems, implementing efficiency increases and cost reductions, and developing and monitoring the budget. Other duties include traveling for bus maintenance related issues, assisting in emergencies, and developing and monitoring maintenance practices and regulatory compliance of the District’s leased vehicles.

**ESSENTIAL FUNCTIONS:**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

<b>(S) Sedentary</b> Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	<b>(L) Light</b> Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	<b>(M) Medium</b> Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	<b>(H) Heavy</b> Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	<b>(V) Very Heavy</b> Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Oversees vehicle maintenance by monitoring daily road call reports for trends and/or repeat defects, working with supervisory staff to ensure specific department goals are met, working with to ensure mechanics receive appropriate training, reviewing maintenance reports, meeting with staff to discuss maintenance issues and develop solutions, creating and maintaining budgets, recommending the hiring of staff, meeting with other departments, developing long range goals, and developing specifications for new revenue and non-revenue vehicles.	50%
2	S	Supervises employees by coordinating work activities and coverage for each shift and assigning overtime as required, enforcing departmental policies and procedures, monitoring and recording employee attendance, establishing and maintaining specific work goals and objectives, assigning scheduled and unscheduled maintenance, overseeing vacation and floating holiday selection, addressing any labor-relations issues, completing annual employee evaluations, and coordinating work	10%



assignments for employees as appropriate by classification.			
3	S	Tracks and reports information by reviewing and/or analyzing daily work flow, daily road calls, the monthly budget report, and employee attendance.	10%
4	S	Addresses labor relations issues by developing department policies for all maintenance personnel, hearing grievance responses, initiating charge forms and determining the appropriate corrective action, attending labor management and safety committee meetings, and representing the department's interest in collective bargaining.	10%
5	S	Oversees budget development and balances by working with the Director of Maintenance to create the annual department budget, reviewing monthly budget reports to ensure budget adherence and taking corrective actions when required, reviewing monthly budgets with supervisory staff, and looking for cost effective way to maintain the fleet.	10%
6	S	Provides staff oversight by planning, prioritizing, assigning, supervising, and reviewing the work of subordinate staff, participating in the selection of staff, planning and coordinating staff training, working with employees to correct deficiencies, observing, training, and guiding employees, and writing performance evaluations.	10%

**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two (2) year associate's degree, diploma or equivalent from an accredited college, technical, business, vocational, or correspondence school in Automotive, Diesel or Heavy Equipment Technology or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of five (5) years of experience in public transportation, with at least three (3) years of experience in a bus maintenance environment and two (2) years of supervisory experience.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.
Human Collaboration Skills	Recommendations regarding policy development and implementation are made and/or recommended. Evaluates customer satisfaction, develops



	cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Freedom to Act	The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan, and adjusts as necessary.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Possession of a valid California driver's license is required with the ability to obtain and maintain a valid Class A driver's license, with Passenger and Airbrake endorsements.

<b>KNOWLEDGE</b>
<ul style="list-style-type: none"> <li>• Vehicle and equipment maintenance and management processes, practices, procedures, repair and implementation techniques.</li> <li>• Complex technical data pertaining to the operation, maintenance, and repair of electrical, electronic, and mechanical components.</li> <li>• Effective time management principles and techniques.</li> <li>• Leadership and supervisory principles, motivational and mediation techniques.</li> <li>• Collective bargaining and labor agreements.</li> <li>• State and federal rules and regulations pertaining to personnel rights.</li> <li>• Principles of project management.</li> <li>• Effective interpersonal skills and abilities.</li> <li>• Project estimating and forecasting.</li> <li>• Warranty contract provisions of CNG, diesel and gasoline vehicles.</li> <li>• Department of motor vehicles rules and regulations.</li> </ul>



- California OSHA rules and regulations.
- Hazardous wastes generators rules and regulations.
- Emergency shutdown procedures.
- Alternative fuels (especially compressed natural gas) desired.

**SKILLS**

- Vehicle and equipment maintenance.
- Supervision and administration.
- Project development, oversight, and management.
- Information tracking and reporting.
- Field safety and accident investigation.
- Advanced word processing, spreadsheet, presentation and database software
- Specialized software related to functional area

**ABILITIES**

- Analyze data to determine trends and prepare reports.
- Implement effective preventative maintenance practices and procedures.
- Direct the activities of personnel.
- Analyze trends, forecast future requirements, and implement plans to meet goals and objectives.
- Address complex technical correspondence in a clear, concise, and manner.
- Read, write, analyze and evaluate complex technical data and administrative correspondence.
- Plan for expanded service or new equipment.
- Prioritize work, schedules and activities.
- Ensure compliance with policies, rules, and regulations.
- Interpret manuals and schematics.
- Ensure that all hazardous waste is properly labeled and disposed of within the guidelines of local, state, and federal regulations.
- Ensure all subordinates follow the correct procedures during emergency shutdowns.
- Comply with the random drug testing provisions for safety-sensitive classifications as required by the Department of Transportation (49 CFR, Part 655).



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Making presentations; observing work site; observing work duties; communicating with co-workers
Sitting	O	Desk work; meetings
Walking	F	To other departments/offices; around work site
Lifting	F	Supplies; equipment; files
Carrying	O	Supplies; equipment; files
Pushing/Pulling	O	File drawers; tables and chairs
Reaching	F	For supplies; for files
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard; telephone keypad; calculator
Kneeling	O	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	R	Under equipment
Bending	O	Filing in lower drawers; retrieving items from lower shelves/ground
Twisting	O	From computer to telephone; getting inside vehicle
Climbing	F	Stairs; ladders; onto equipment
Balancing	F	On ladders; on equipment
Vision	C	Reading; computer screen; driving; observing work site
Hearing	C	Communicating via telephone/radio; to co-workers/public; listening to equipment
Talking	C	Communicating via telephone/radio; to co-workers/public
Foot Controls	O	Driving
Other (specified if applicable)		None

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computer, diagnostic software, AS 400, Fleet Management, SAP, and computer and associated hardware and software.



**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
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-Health and Safety Factors-	
Mechanical Hazards	F
Chemical Hazards	F
Electrical Hazards	F
Fire Hazards	F
Explosives	R
Communicable Diseases	F
Physical Danger or Abuse	R
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	D
Extreme Temperatures	D
Noise and Vibration	D
Wetness/Humidity	S
Physical Hazards	D

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

Eye and hearing protection

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 2 below)	N/A

(2) N/A

**PRIMARY WORK LOCATION:**

Office Environment		Vehicle	
Warehouse		Outdoors	
Shop	X	Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.