



**Title: Maintenance Supervisor-Bus**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:** The purpose of this position is to supervise and coordinate all bus maintenance activities and personnel, including compliance, reference utilization, safe work practices, industry standards, and time management processes. This is accomplished by supervising vehicle maintenance personnel and coordinating work activities, enforcing departmental policies and procedures, establishing and maintaining specific work goals and objectives, juggling and assigning maintenance campaigns, as well as scheduled and unscheduled service, analyzing and delegating workload, and planning, communicating, and controlling schedules and assignments of subordinates. Other duties include coordinating the shuttling of community bus service vehicles and working closely with bus dispatch to resolve bus assignment and operational issues.

**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	L	Oversees vehicle and equipment maintenance and the service island by establishing work procedures, monitoring and evaluating work in progress for timeliness and quality of repair efforts, inspecting and certifying completed work to verify conformance to specifications and regulations, inspecting vehicle cleanliness, monitoring the storage of cashboxes for revenue vehicles, recognizing and implementing improved work practices, parts utilization, and training, reviewing work orders to determine priority of assignments, dispatching maintenance personnel to road calls, assigning maintenance personnel to the lot to assist drivers with vehicle maintenance issues and discrepancies, and supervising vehicle maintenance personnel.	40%
2	L	Provides departmental oversight by coordinating work activities and coverage for the assigned 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 probationary or promotional employee evaluations, coordinating work assignments for employees as appropriate by	20%



		classification, developing and implementing a variety of training programs, maintaining and scheduling recertification programs, ensuring training records are correct, conducting assessments through periodic observation, and evaluating new equipment and repair techniques.	
3	L	Assigns revenue vehicle routes by utilizing the Fleet Management and OTIS operating systems to disperse vehicles based upon the type of vehicle required for the route, working in close coordination with dispatch road supervisors in resolving vehicle assignment dilemmas both on property and on the road, ensuring all vehicles are parked in their assigned parking spots assigning scheduled maintenance vehicles to the appropriate routes to facilitate maintenance and servicing requirements, determining the appropriate course of action for disabled vehicles, and coordinating vehicle road calls with dispatch and maintenance personnel, as well as tow service contractors.	20%
4	L	Ensures departmental safety by supervising investigations of accidents to determine the cause and extent of damage, coordinating and conducting training programs and safety meetings to promote safety awareness, estimating cost of repair to District vehicles involved in accidents, ensuring that District safety standards are maintained to protect employees and property, identifying and correcting unsafe working conditions in accordance with District policies, performing random spot inspections to ensure a desired safety and quality level is being attained, educating subordinates on proper storage, handling, and disposal procedures of hazardous waste in accordance with HAZCOM requirements, activating and coordinating all maintenance facility evacuation procedures, and conducting monthly facility emergency shut down procedures and fire alarm drills to ensure evacuation readiness.	20%

**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 journey level mechanic experience in troubleshooting, repair and maintenance of transit buses, heavy



	equipment, complex machinery or related equipment. One (1) year of lead or supervisory experience is preferred.
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	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
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	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/project level budget and expenditures.
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, Environmental Protection Agency (EPA) Section 608 and Fork Lift.



<b>KNOWLEDGE</b>
<ul style="list-style-type: none"><li>• Principles of supervision, training, motivation, and counseling.</li><li>• Diagnosis, repair, and overhaul of engines, parts, and components, vehicle bodies, and electrical and mechanical systems, depending on position assignment.</li><li>• Safety rules and regulations and first aid practices.</li><li>• Principles of preventive maintenance and cost control.</li><li>• Mechanic tools and garage equipment/machinery.</li></ul>

<b>SKILLS</b>
<ul style="list-style-type: none"><li>• Advanced word processing, spreadsheet, presentation and database software.</li><li>• Specialized software related to functional area.</li></ul>

<b>ABILITIES</b>
<ul style="list-style-type: none"><li>• Learn District policies and procedures.</li><li>• Supervise, train, and motivate personnel.</li><li>• Coordinate work activities of assigned shift.</li><li>• Use special tools, equipment, and instruments for maintenance operations.</li><li>• Maintain vehicle records.</li><li>• Analyze and resolve complex maintenance and repair problems.</li><li>• Prioritize work orders and effectively schedule personnel.</li><li>• Read, interpret, and apply service and repair manuals/schematics, government codes and regulations, and labor contracts.</li><li>• Write detailed reports, business correspondence, and procedure manuals.</li><li>• Use independent judgment and initiative in developing solutions to problems.</li><li>• Instruct or train subordinate workers.</li><li>• Analyze and resolve disciplinary/grievance issues.</li><li>• Communicate effectively in oral and written form.</li><li>• Interact professionally with various levels of District employees and outside representatives.</li><li>• Comply with the random drug testing provisions for safety-sensitive classifications as required by the Department of Transportation (49 CFR, Part 655).</li></ul>



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	Medium X	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 Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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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	C	Observing work site; observing work duties; communicating with co-workers
Sitting	O	Desk work; meetings; driving
Walking	F	To other departments/offices; around work site
Lifting	O	Supplies; equipment
Carrying	O	Supplies; equipment
Pushing/Pulling	O	File drawers; equipment; tables and chairs
Reaching	O	For supplies; for files
Handling	F	Paperwork
Fine Dexterity	C	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	C	From computer to telephone; getting inside vehicle
Climbing	O	Stairs; ladders; step tools; onto equipment
Balancing	O	On ladders; on equipment; on step stools
Vision	C	Reading; computer screen; driving; observing work site
Hearing	C	Communicating via telephone/radio; to co-workers/public; listening to equipment
Talking	F	Communicating via telephone/radio; to co-workers/public
Foot Controls	O	Driving; operating heavy equipment
Other (specified if applicable)		

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

Forklift, 40 ft. bus, hand truck, pallet jack, barrel dolly, heavy duty bus jacking systems, engine supports, transmission jacks, floor jacks, bottle jacks, differential jacks, portable brake lathes,



vehicle jump-starting carts, 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	O
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	R
Explosives	R
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

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

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:** Hearing protection, safety glasses, goggles, face shields, work gloves

**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	F
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

(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.