



EMPLOYMENT OPPORTUNITY

FLEET MAINTENANCE SUPERVISOR

Salaries are on a six-step salary range schedule with 5% increases yearly

**OPEN
RECRUITMENT
=====**
MARCH 12, 2019

\$31.13 - \$39.67/hr.

**RECRUITMENT
CLOSES
=====**
APRIL 26, 2019

DEFINITION:

Under direction, a Fleet Maintenance Supervisor performs supervisory and skilled maintenance work related to the repair, alteration, and servicing of Santa Cruz METRO vehicles and equipment; supervises and evaluates Fleet Maintenance staff; coordinates and develops safety and training programs for department; develops, implements and supervises department record keeping and information systems; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

Fleet Maintenance Supervisor is a supervisory level class. An incumbent in this class supervises, performs, and coordinates fleet maintenance repair, and renovation work for Santa Cruz METRO vehicles to ensure that they are in a safe, clean, and operational condition.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.

Supervises the work of subordinate staff; schedules, assigns, directs, and monitors work; provides staff training; evaluates employee performance; participate in staff selection; may initiate or have significant input into disciplinary actions. Instructs and trains employees regarding improved work techniques and safety measures; recommends employees for training; evaluates training options; determines training required by Federal, State, and local laws and regulations; plans, assists and conducts training as appropriate. Plans, organizes and schedules the maintenance, repair, and alteration of Santa Cruz METRO vehicles and related equipment; reviews, prioritizes and assigns work orders; estimates the supplies, equipment and hours needed for projects; ensures that staff has the resources needed to complete their work. Ensures that assigned areas comply with Federal, State, and local laws and regulations. Assists in the development of department policies, procedures, work standards, rules, and budgets; enforces Santa Cruz METRO and department rules, regulations, policies, procedures, and work standards. Develops and implements record-keeping systems for vehicle maintenance, repairs, inspections, road calls, service, fuel consumption, and parts and labor costs; prepares periodic reports on maintenance activities and projects; monitors maintenance standards and performance in areas of oil/fuel analysis, road calls, labor costs, bus cleanliness, vehicle inspections, and shop safety; reviews repair work estimates. Develops, implements, and maintains a preventive maintenance program for transit vehicles and equipment; monitors vehicle failure trends and suggests corrective actions as needed. Solicits and receives quotes from outside vendors as needed to complete jobs. Monitors budgets; assists in departmental planning by projecting expenditures and determining staffing needs. Assists in the diagnosis of the more complex mechanical failures and recommends solutions; assists in developing specifications for the purchase of equipment, vehicles, and tools.

Represents the department at meetings; may serve as liaison to other departments, the public, and outside agencies; reviews, investigates, and responds to complaints regarding fleet mechanical or safety problems.

Investigates vehicle accidents, prepares damage reports and reviews accident reports; determines mechanical problems and recommends corrective action; prepares employee injury reports. Ensures that proper safety practices and procedures are followed including the proper use of personal protective equipment (PPE). Performs data entry to update and maintain information in digital files; compiles and prepares data for statistical and accounting reports; create spreadsheets and other tools to track information. Type correspondence and other documents; answers telephones, greet visitors, and provides information to employees and the public. Operates standard office equipment; utilizes computer software in performing job tasks. Drives a Santa Cruz METRO vehicle to perform assignments. Performs related works as required.

EMPLOYMENT STANDARDS:

Knowledge of:

Principles and practices of employee supervision, including performance evaluation and progressive discipline. Policies, procedures, rules, regulations, and labor contracts that affect employees. Techniques, procedures, equipment, tools, and materials used for the maintenance, repair, and service of transit vehicles, including buses. Preventive vehicle maintenance practices and methods. Mechanical, electrical, air and hydraulic systems of transit buses and vehicles. Applicable Federal and State codes and regulations regarding buses, vehicles, and equipment, including employee safety requirements. Proper handling procedures for hazardous materials, health and safety regulations, safe work practices and proper equipment operating procedures. Safe operation and maintenance of hand and power tools. Methods of maintaining information in digital or hard copy files. Manual and automated record-keeping systems. Methods of researching, gathering, organizing and reporting data. Methods of prioritizing, planning and organizing work. Time management techniques. Customer service techniques. Basic mathematics including percentages and basic statistics. The effective use of modern office equipment, personal computers, and applicable standard business software.

Ability to:

Supervise and motivate subordinate staff effectively. Provide safety-related and other training to staff and ensure a safe work environment. Read and interpret mechanical schematics and technical manuals. Diagnose and troubleshoot equipment problems. Learn and instruct others in the safe operation of the Alternative Fueling Facility. Estimate costs and determines materials and equipment needed to make vehicle repairs. Develop, write and implement operational procedures. Use manual and power tools and equipment safely. Make quick decisions in an emergency. Ensure the safe handling of hazardous items and materials. Maintain records and control systems with accuracy and attention to detail. Input data into a database. Adhere to established work schedules and timelines. Work independently using good judgment and discretion. Effectively balance multiple assignments simultaneously. Perform mathematical calculations, including ratios and percentages. Utilize standard office equipment and computer software and learn to use specialized Santa Cruz METRO software if assigned. Communicate clearly and effectively in both oral and written form. Establish and maintain effective working relationships within the department and with other divisions, departments, agencies, suppliers, vendors, and the public.

MINIMUM QUALIFICATIONS:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education, Training and Experience:

Five (5) years of progressively responsible experience in heavy-duty equipment and/or alternative fuel mechanic repair work, rebuilding heavy-duty engines, and related components; **AND** Three (3) years of supervisory or lead experience. Two (2) years course work from an accredited college in business, transit Management, hazardous materials technology, industrial technology and/or behavioral science desirable.

LICENSES AND CERTIFICATES:

A valid California Driver's License will be required at the time of appointment and throughout employment. Must be able to obtain and maintain a current, valid California Class "B" Driver's License with "P" Passenger endorsement.

SPECIAL REQUIREMENTS:

Driving record will be reviewed as part of the application process.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; reach, twist, turn, kneel, bend, squat and stoop; talk and hear; use hands to grasp, manipulate, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is regularly required to bend and twist at the neck, reach with hands and arms. Occasional overhead reaching and lifting up to 80 pounds aided is required. Specific visual abilities required for this job include close vision, distance vision, the ability to see colors and shades, and the ability to perceive depth.

Mental Demands

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work.

Work Environment:

The employee works in a shop or outdoor environment where the noise level is usually loud. The employee may be exposed to inclement weather, fumes, dust, grease, air contaminants, and hazardous materials and chemicals during the course of work. May work in the field when needed.

OTHER CONDITIONS OF EMPLOYMENT:

Must pass requisite background check. Required to be able to respond to emergency situations seven days per week, 24 hours per day. Required to work a variety of shifts, which may include weekdays or weekends; and day, swing and/or graveyard shifts. This position is considered a safety sensitive position and requires participation in Santa Cruz METRO's drug and alcohol testing program. This position requires the use of personal protective equipment (PPE) based on the tasks assigned; safety shoes are required at all times. May occasionally work extended hours or hours outside of regular schedule.

APPLICATION PROCEDURE:

Visit our website, www.scmtd.com to complete our on-line application. Resumes will not be considered in place of the on-line application. On-line applications must be submitted by 5:00pm on April 26, 2019. **A current "H-6" driving record from DMV (dated no more than 30 days) must be submitted with the completed Santa Cruz METRO application or the application will be rejected.** Equivalent driving records within the last ten years from out of state must also be obtained and submitted. For questions, please call (831)420-2542. Santa Cruz METRO is an AA/EOE.