

**OPEN  
RECRUITMENT  
STARTS  
06/23/2017**

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# **MAINTENANCE SUPERINTENDENT**

**\$ 39.31 to \$50.16 per hour**  
**\$81,764.80 to \$104,332.80 per year**

**ACCEPTING  
APPLICATIONS  
UNTIL  
08/08/2017**

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## **DEFINITION**

Under direction of the Maintenance Manager, the Maintenance Superintendent, organizes, supervises and coordinates the activities of the bus maintenance and facilities maintenance departments. The Maintenance Superintendent has responsibility for the daily management of bus and facility maintenance in accordance with all Federal, State, and Local requirements. In addition, the Maintenance Superintendent will be responsible for the daily overall management of facilities maintenance activities.

## **DISTINGUISHING CHARACTERISTICS**

Positions in this classification perform supervision and administrative activities on an assigned shift. The next higher class is Maintenance Manager that manages the overall activities of fleet and facility maintenance and supervises this classification.

## **EXAMPLES OF DUTIES**

Plans, directs, and coordinates the activities of a bus maintenance facility and the facilities department to provide efficient, effective, safe and reliable service to their immediate internal customers and the general public; coordinates bus maintenance operations with operations, and vendors; recommends, implements, and enforces policies and procedures. Plans, supervises, and coordinates the daily staff activities of a bus maintenance facility; develops and coordinates work schedules of supervisory and shop personnel; monitors fleet and facilities department compliance with all safety and regulatory requirements; formulates new vehicle and facilities specifications. Trains and evaluates fleet and facilities supervisory and shop personnel; establishes and conducts training and safety programs and ensures conformance to hazardous material and hazardous waste regulations. Develops, implements, and monitors contracts and service agreements with vendors, contractors and consultants. Evaluates bus maintenance and facilities maintenance efficiency and reliability by reviewing and analyzing daily logs, field service reports, and management information system data reports, and initiates corrective actions when required. Develops, and reviews plans, and ensures implementation of plans for periodic preventive maintenance and repairs; prepares and reviews maintenance schedules, ensures maintenance of related records; recommends and/or reviews reports regarding repairs and refurbishment of buses and facilities; recommends retention and replacement of revenue and non-revenue vehicles; estimates labor and materials requirements; prepares construction, renovation, and purchasing contract specification; and inspects contracted work for conformance to standards. Assists in the development and presentation of the departmental budget; assists in monitoring and reporting departmental budget and prepares written report. Develops, monitors, and manages the budget items related to bus and facilities maintenance, develops and reviews cost estimates for maintenance and repair projects and activities; reports and data prepared by supervisory personnel, and District reports. Manages employee attendance in accordance with Santa Cruz METRO policy; approves time off and monitors attendance for supervisory personnel. Participates in interviews and selections of departmental personnel; conducts progressive reviews, reviews and approves disciplinary actions recommended by supervisory personnel, applies the provisions of labor agreements in accordance with Santa Cruz METRO guidelines; investigates and determines facts in attempting to resolve employee grievances; serves as hearing officer for disciplinary proceedings. Serves on advisory committees; functions as a liaison with public safety agencies; attends meetings as assigned; may represent maintenance manager in Santa Cruz METRO meetings; maintains good public relations. Investigates and evaluates the cause of accidents, damage to vehicles, industrial injuries and implements corrective actions. Assures that facilities are maintained in a clean and safe condition; establishes programs that will meet with reporting and implementation requirements for State of Good Repair (SGR) and Transit Asset Management (TAM) programs. Develops, monitors, and manages maintenance programs for Santa Cruz METRO's emergency support infrastructure; assures adherence to safety programs; may assist in special Santa Cruz METRO events, coordinate fleet participation. Designs, prepares and maintains Management Information System records and reporting; Prepares various reports, correspondence, KPI's, and other documents; performs short and midterm planning for department including forecasting manpower; participates in department long range planning. Performs supervisor backup duties as necessary. Performs other duties as required.

## **EMPLOYMENT STANDARDS**

**Knowledge of:** Federal, State and local laws and regulations pertaining to transit and facilities maintenance. Theory, principles and practices in management of transit and facilities maintenance operations. Principles and practices of maintenance and facilities supervision, training, motivation, performance evaluation, and discipline. Cost estimating, contract administration, and project management, including preparation of requests for proposals and contract and specification preparation. Maintenance Management software. Applicable local, State and Federal codes and regulations governing transit-related construction. Bus and facilities maintenance processes and procedures. Industrial safety, safety rules, and regulations as applied to a bus maintenance and facilities maintenance. Typical

provisions of public transit labor agreements. Principles of coach operations in a public transit environment. Theory, operations, maintenance, overhaul, repair, and troubleshooting of diesel and CNG engines, transmissions and related mechanical, ignition, electrical, hydraulic, cooling, and pneumatic systems. Equipment and tools used in the maintenance and repair of large vehicles. Principles and practices of budget planning, organization, and administration. Principles of quality assurance including preventive maintenance.

**Ability to:** Plan, supervise, and coordinate the activities of a bus and facilities maintenance department. Supervise, train, evaluate, motivate, counsel, and discipline staff in a labor union environment. Prepare and control a budget. Effectively utilize all available resources. Make accurate cost estimates, and review estimates of subordinate supervisors. Read, interpret plans, specifications, laws, ordinances, and codes applicable to bus maintenance and repair of transit facilities, office building related equipment. Effectively utilize management information reports. Work independently. Respond to emergency situations seven days per week, 24 hours per day. Communicate effectively both orally and in writing. Establish cooperative relationships with those contacted in the course of work including promoting good community relations. Analyze and evaluate problems and issues affecting bus and facilities maintenance and recommend or implement effective solutions. Ensure compliance with Santa Cruz METRO policies and procedures regarding equal employment opportunity, discrimination, and harassment prevention. Keep clear and accurate records.

### **TRAINING AND EXPERIENCE**

Experience with demonstrates substantial knowledge or possession of the required knowledge and abilities within bus and facilities maintenance. The knowledge and abilities would typically be obtained through training, experience and education equivalent to graduation from a four-year college with a degree in technical, engineering, administrative, or related field; and a minimum of four (4) years of supervisory experience in a public transportation maintenance environment. Additional related experience may be substituted for college on a year-for-year basis

### **COMPUTER SKILLS**

Knowledge of basic office equipment and personal computers. Familiarity with software programs such as Microsoft Office Suite, to include Word, Excel, etc.

### **PHYSICAL REQUIREMENTS**

While performing the duties of this job, the employee is frequently required to sit, talk or hear, both in person and by telephone, use hands to finger, handle or feel objects or controls, key and use a computer mouse. The employee is occasionally required to bend and twist at the neck, reach with hands and arms, and stand. Occasional overhead reaching and lifting up to 40 pounds is required. Visual abilities required include close vision, distance vision, and the ability to adjust focus. Must maintain the physical condition necessary to (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; and (2) possess physical mobility in order to move around a large maintenance facility.

### **SPECIAL REQUIREMENTS**

Must be able to work extended hours as needed, often outside regular business hours as required by management and the demands of the job. Possession of a valid California Class B driver's license and a safe driving record. Must pass requisite background check. This position is considered a safety sensitive position and requires participation in METRO's Drug and Alcohol testing program.

**Confidential or Non-Confidential Position** Confidential

**FLSA Status** Exempt

**Union** N/A

### **APPLICATION PROCEDURE**

An application packet may be obtained at our web site: <http://www.scmted.com> or at 110 Vernon St., Santa Cruz, CA, 95060. Please submit your application packet to the Human Resources Office, 110 Vernon St., Santa Cruz, CA 95060, by 4:00pm on the final filing date. For questions please call (831) 420-2542. An original H-6 motor vehicle driving record from DMV must be submitted with the completed application or the application will be rejected unless you currently work in a position requiring METRO to periodically review your driver's license. Equivalent driving records within the last ten years, from out of state, must also be obtained and submitted. Santa Cruz METRO is AA/EOE.

### **The following forms are required for this position:**

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| 1) Employment Application Form                            | 4) DMV H-6 Report Notification and Release              |
| 2) Equal Employment Opportunity Questionnaire (Voluntary) | 5) Commercial Driving Statement                         |
| 3) Authorization to Release Information                   | 6) An original H6 motor vehicle driving record from DMV |