

JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

December 15, 2023

TITLE: Maintenance Supervisor
EMPLOYMENT TYPE: Non-Exempt (Safety-Sensitive Position)
DIVISION: Bus Maintenance
APPLICATION DEADLINE: **Sunday, January 7, 2024**
PAY RANGE: \$50.07/hr - \$54.31/hr (In accordance with CBA)
WORK LOCATION: South San Francisco, CA and/or San Carlos, CA
WORK SCHEDULE: Varies – days, nights, weekends, and holidays (per CBA)

JOB SUMMARY: The Maintenance Supervisor is responsible for performing supervisory and administrative functions to provide safe, reliable vehicle services at either of the two District operating/maintenance facilities (North Base in South San Francisco or South Base in San Carlos) in accordance to the collective bargaining agreement (CBA).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Develop and implement maintenance, repair, and service programs for buses and non-revenue support vehicles; provide materials, supplies, and equipment as needed.
- Develop, implement and enforce safety practices and programs for maintenance activities to ensure compliance with District policy as well as with local, state, and federal regulations.
- Inspect maintenance work for completeness and quality assurance which includes road testing repaired vehicles.
- Assign maintenance, repair, and service assignments to maintenance staff including Mechanics and Utility Workers.
- Supervise maintenance staff in accordance with District Policy and current CBA.

EXAMPLE OF DUTIES:

- Participate in hiring decisions as a selection panel member.
- Evaluate performance of maintenance staff, prepare performance appraisals of probationary employees and newly promoted mechanics.
- Evaluate and recommend technical skills training for mechanics.
- Investigate incidents, complaints, claims, and take appropriate corrective actions, including training and remedial instruction.
- Instruct maintenance personnel in proper work methods and procedures, assign both scheduled and non-scheduled maintenance activities. Conduct quality control inspection of all vehicle repairs performed on district vehicles and equipment.
- Enforce safety regulations and Hazardous Materials requirements. Perform regular safety briefings with maintenance personnel.

- Utilize vehicle maintenance repair software to create and close work orders, search past maintenance records, verify vehicle information, and generate reports to schedule vehicle maintenance, as necessary.
- Examine work orders for accuracy of reporting, and maintain records of repairs, maintenance, and servicing performed on district vehicles.
- Research and provide information for technical and campaign bulletins.
- Monitor and manage assigned maintenance cost center accounts, track and document expenditures, report monthly variance and budget adherence to the Base Manager.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees, and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Works under the general supervision of the Maintenance Manager or an Assistant Maintenance Manager, who establishes goals and objectives and evaluates performance.

MINIMUM QUALIFICATIONS: Sufficient experience, training and/or education to demonstrate the knowledge and ability to successfully perform the essential functions of the position. In lieu of a degree, work-related experience that demonstrates the skills and experience necessary to perform this role will be accepted. Development of the required knowledge and abilities is typically obtained through but not limited to:

- High school diploma or GED, ASE master heavy-duty technician certification
- Two years of supervisory or management experience as a manager or lead.

LICENSE REQUIREMENTS:

- Must possess valid 608 and 609 Certifications for Air Conditioning
- Must possess a valid California Class "B" commercial license with airbrakes and passenger license.

PREFERRED QUALIFICATIONS:

- Knowledge of MS Words, Excel, and maintenance management software preferred.
- Effective oral and written communications skills.
- Able to work any shifts, including weekends and holidays in accordance with the collective bargaining agreement.

SELECTION PROCESS:

The process may include a written and skills test assessments or supplemental questions and will require a panel interview. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

This is a safety sensitive position. As a part of the pre-employment process, you are required to successfully complete medical, drug and DMV screening, and a background investigation.

CURRENT EMPLOYMENT BENEFITS:

For further Benefits details please go to: <https://www.samtrans.com/about-samtrans/jobs>

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| Holidays: | Seven (7) paid holidays, plus up to four (4) floating holidays per year |
| Paid Time Off: | Up to 21 days per year |
| Cafeteria Plan: | Medical, dental, vision care, group life insurance, and more |
| Transportation: | Free bus transportation for employees and qualified dependents |
| Retirement: (CalPERS) | Social Security and California Public Employees Retirement Systems <ul style="list-style-type: none">○ Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation○ New Members – 2% @ 62 benefit formula, 3 year average of highest compensation |

HOW TO APPLY:

- To apply, please visit the <https://www.samtrans.com/jobs>. Complete an online employment application by **11:59 p.m. on Sunday, January 7, 2024**. A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308 or email written request to recruitment@samtrans.com.
- SamTrans celebrates diversity and is committed to creating an inclusive and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.