



JOB DESCRIPTION

JOB TITLE:	Maintenance Supervisor
FLSA STATUS:	Non-Exempt
REPORTS TO:	Fleet & Facilities Manager
SALARY RANGE:	\$49,892 – \$63,682
RATE OF PAY:	DOE

ESSENTIAL FUNCTIONS:

The Maintenance Supervisor is responsible for keeping the District vehicles in such a state of operating excellence that they present no problems or interruptions to the operational program. This incumbent must also keep current on available technology and job skills commensurate with the responsibilities associated with a public transit operation. Inspects, assists and monitors the work of Mechanics A, B, and C and ensures a work environment that meets safety and regulatory standards for the Tahoe Transportation District. This position is considered safety sensitive and is subject to drug testing, including pre-employment testing, reasonable suspicion, and random drug screens, in accordance with Federal Transit Administration (FTA) Drug and Alcohol regulations.

POSITION SPECIFIC RESPONSIBILITIES:

- Develops and administers a transportation maintenance program under the direction of the Fleet & Facilities Manager to meet the requirement of the District in support of the daily transportation.
- Supervises, trains, and evaluates assigned staff and makes recommendations on their employment, transfer, promotion, and dismissal.
- Supervises the maintenance of all District-owned vehicles and develops, implements, and administers plans for preventative maintenance.
- Maintains a current inventory of supplies and equipment.
- Monitors Capital Asset Management inventory and Preventative Maintenance.
- Monitors start times, break times, lunch times, clean up times, and general productivity of the Maintenance Activities, including Fueling and Bus Cleaning.
- Orders parts and schedules off-site maintenance through approved suppliers.
- Submits complete Procurement Orders through the Fleet & Facilities Manager for approval.
- Provides daily reports as required for maintenance operations.
- Performs regular spot checks of shop activities, repairs, and PM inspections.
- Maintains high standards of safety and good housekeeping in the maintenance shop and other areas of responsibility.
- Complies with all federal and state laws, regulations, and inspections regarding public bus maintenance and operation.
- Keeps the Fleet & Facilities Manager informed about new developments and costs regarding technology as it affects the efficient operation of the vehicle fleets.

- Answers questions and assists Mechanic A, Mechanic B, Mechanic C and Mechanic D by providing professional direction.
- Performs on-the-job instruction to Mechanic A, Mechanic B, Mechanic C and Mechanic D pertaining to diagnosis and operational theory.
- Inspects, reviews and evaluates work performance of Mechanics A, B, C and D.

KNOWLEDGE/SKILLS:

- Five (5) years progressive heavy equipment maintenance required, one (1) of which was in a public transit environment
- Three (3) years prior experience in a supervisor or lead mechanic position
- Two (2) years technical degree or equivalent experience preferred
- Additional training from mechanical/technical schools, courses or seminars desirable
- High school diploma or GED
- Experience with complex diagnostic computer equipment and software required
- Must have an in-depth understanding of the design, adjustment, and overhaul of medium to heavy duty braking systems, medium to heavy duty engines, Air suspension systems, Electrical, and HVAC
- Must be able to work amid constant interruptions, have ability to prioritize and be detail oriented
- Must have leadership skills and ability to mentor and provide instruction
- Must have good communication skills, ability to document questions and diagnostic information to management personnel, both verbally and in written format
- Demonstrated aptitude or competence for assigned responsibilities
- Demonstrated physical stamina and health

ABILITIES:

- Must be able to perform physical activities, including working on top of vehicles and lifting up to seventy-five (75) pounds
- Must be flexible and able to work various days and shifts
- Must be able to obtain (or currently hold) a “Class A” or “Class B” Commercial Driver’s License with Air Brake and Passenger Endorsements within the first 60 days of employment (*On the job training provided*)
- Must submit an original Department of Motor Vehicle Driver Record issued within the past ten (10) days prior to, or at the interview for employment
- Must pass a pre-employment drug test
- Must pass a pre-employment background check

WORKING CONDITIONS/PHYSICAL EFFORT:

Occasionally work may be accomplished outdoors in extreme weather condition (hot and/or cold); regularly performs physical activities that require considerable use of the arms, hands, and legs and moving the whole body, such as walking, standing, lifting, climbing, bending and handling materials; is frequently exposed to loud noise, fumes or airborne particles, toxic or caustic chemicals in a ventilated maintenance shop; may walk and/or stand for over six hours per day; works with personal computer (PC), laptop, complex electrical schematics, diagnostic software and various testing devices; may use electronic hand-held device (cell phone, two way-radio); works around heavy machinery.

ANALYSIS:

Requires strong analytic ability in somewhat complex areas.

DECISION MAKING:

Utilizes judgment and common sense in balance with analytical rigor in interpreting general agency guidelines when making decisions. Ability to exercise flexibility in thought-process needs to, at times, suggest to senior management non-standard solutions tailored to specific circumstances.

DEPARTMENT MANAGEMENT:

Requires ability to direct small work groups. Involved in hiring and performance appraisal.

PROJECT MANAGEMENT:

Acts as project/program coordinator or project supervisor, working with more senior project manager. May also manage projects with senior project management review.

COMMUNICATION LEVEL:

Requires ability to communicate detailed information either verbally or in writing. May make public presentations concerning project issues and recommendations. Answers questions and clarifies points.

BENEFITS:

District employees receive vacation and employee medical, dental, vision, life insurance and short term disability. The District contributes 8% of employee compensation into a Social Security replacement plan and 4% of employee compensation into a retirement plan. The employee can contribute voluntarily to a 457(b) deferred compensation plan.

APPLICATION PROCEDURE:

Any qualified person interested in this position should submit their application to DeDe Aspero, Tahoe Transportation District, P. O. Box 499, Zephyr Cove, Nevada 89448 or email to daspero@tahoetransportation.org.