JOB OPENING ANNOUNCEMENT
Apply On-line at www.smctd.com/jobs.html
Employment Hotline (650) 508-6308

July 8, 2019

TITLE: Director, Bus Maintenance
EMPLOYMENT TYPE: Exempt
DIVISION: Bus (Operations)
APPLICATION DEADLINE: Friday, July 26, 2019
PAY RANGE: $2,867 – $4,300 per week ($149,062 – $223,592 estimated annual)
WORK LOCATION: 301 North Access Road, South San Francisco, California
WORK SCHEDULE: Full Time

Job Summary The Director, Bus Maintenance reports to the Chief Operating Officer, Bus and is responsible for the San Mateo County Transit District’s (SamTrans) maintenance and capital programs for revenue and non-revenue vehicles, Intelligent Transit Systems (ITS), and inventory and material management.

Examples of Essential Functions:
* Direct the operation of maintenance bases in which revenue and non-revenue vehicles and other equipment are maintained, serviced, and repaired.
* Develop and implement goals, objectives, policies, procedures, and work standards for the Bus Maintenance Department.
* Direct the management of the Intelligent Transit Systems (ITS) Department that provides CAD/AVL technical support to the Bus Transportation Department, ticket vending machine (TVM) maintenance support for Caltrain, and Genfare farebox maintenance for SamTrans.
* Responsible for the management of the District’s inventory, parts, and materials budget and bus maintenance capital programs including facilities and TVM.
* Manage the maintenance workforce consistent with the terms and conditions in the Collective Bargaining Agreements.
* Supervise staff. Hire, mentor and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

Examples of Duties:
* Develop and implement programs for maintaining, servicing, and repairing all rolling stock, such as fixed route buses, paratransit vehicles, service support vehicles and service support equipment.
* Direct the operation, research, development, and acquisition of ITS systems in bus transportation vehicles, control points, and stations.
* Develop and implement systems and procedures to include changes in personnel utilization, facilities and/or equipment to provide adequate maintenance of rolling stock, fare collection systems, and information technology data reports.
* Oversee the forecasting, planning, and monitoring of inventory levels, product lead-times, vendor performance, and product reliability.
* Develop and maintain a safe working environment and safe work standards.
* Oversee the development of contract specifications for goods and service procurements, and capital projects.
* Participate in labor/management negotiations and handling of related personnel problems inclusive of grievances and arbitrations.
* Evaluate job performance of staff which also includes the professional development of staff through the identification of on-the-job training and other professional development opportunities.
* Perform all duties and responsibilities in a safe manner to protect yourself, 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 Chief Operating Officer, Bus, who establishes goals and objectives and evaluates performance.

Minimum Qualifications: Sufficient education, training, and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Related work experience can be substituted on a year for year basis for degree.

- Bachelor’s degree in public administration, business administration, engineering or other related field.
- Seven (7) years of managerial experience in a heavy duty vehicle maintenance facility, fleet maintenance, or closely related field.
- Three years full-time managing vehicle maintenance staff.

OTHER REQUIREMENTS:
- Possession of a valid California Driver’s License.
- Must have knowledge of large-scale fleet repair and maintenance activities.
- Experience with supervision and management of Collective Bargaining Agreement employees is desirable.
- Experience with the maintenance operation of a public transit system is desirable.
- Must have effective written and oral communication skills.

Selection Process May Include:
The process will include a panel interview and may include written and skills test assessments. 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. Selected candidate will be subject to background check.

Current Employment Benefits at SamTrans:
Holidays: Seven paid holidays, plus up to five floating holidays per year
Time Off: Paid Time Off: Up to 26 days per year
Cafeteria Plans: Medical, dental, vision care, group life insurance, and more
Transportation: Free bus transportation for employees and qualified dependents
Retirement: Social Security and California Public Employees Retirement Systems (CalPERS)
  - 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:
- Apply online or complete a SamTrans Employment Application per instructions printed on the application.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at www.smctd.com/jobs.html. When completing the paper application, please specify the position for which the application is being submitted.
- Incomplete online or paper applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online or paper application reflects the work experience and education needed to meet the requirements for the position(s) for which you are applying.
- Your completed application package must be received by the District’s Human Resources Department by the specified deadline to receive consideration. Paper applications must be received by the Human Resources Department by 4:30 pm on the application deadline date. Online applications must be submitted prior to midnight on the application deadline date.

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 call (650)508-6308.

San Mateo County Transit District is an Equal Opportunity Employer Minorities/Women/Persons with Disabilities/Veterans