

February 18, 2019

TITLE: Manager, Bus Maintenance
EMPLOYMENT TYPE: Exempt
DIVISION: Bus
APPLICATION DEADLINE: 11:59 PM on Friday, March 22, 2019
PAY RANGE: \$1,914 - \$2,871 per week (\$99,511 \$149,267 estimated annual)
WORK LOCATION: North Base
WORK SCHEDULE: Full Time

Job Summary: The Manager, Bus Maintenance reports to the Deputy Director, Bus Maintenance and is responsible for managing the maintenance, repair, and servicing of revenue and non-revenue vehicles for the San Mateo County Transit District (SamTrans).

Examples of Essential Functions:

- Manage the operation of maintenance bases in which revenue and non-revenue vehicles and other equipment are maintained, serviced, and repaired
- Develop and recommend maintenance procedures, best practices, replacement components, and work-flow improvements
- Develop and oversee operating budgets for applicable cost centers
- Assist with the financial accountability and oversight of the District's inventory, parts and materials budget and capital programs.
- Assist in the development and implementations of programs for maintaining, servicing, and repairing all rolling stock to ensure compliance and quality.
- Manage employees under the terms of SamTrans' collective bargaining agreements.
- Assist in developing and maintaining a safe working environment and safe work standards.
- Assist Deputy Director, Bus Maintenance with high-level evaluations, trend analysis, and assessments to develop comprehensive recommendations for such areas as vehicle technology and performance, technical training, process improvement, and Industry best practices
- Supervise staff. Hire, mentor and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection, coordinate staff training and professional development, objectives, monitor and evaluate employee performance.

Examples of Duties:

- Manage preventive maintenance schedules compliant with internal processes, Industry best practices, local, state and federal regulations.
- Manage overall condition of the maintenance facility and equipment; ensure that tools, parts, and equipment meet SamTrans standards.
- Research technical specifications for materials, supplies, and services.
- Coordinate internal and external training classes to support maintenance practices and changes in technology.
- Collaborate with other departments on contracted services and large procurements.
- Evaluate job performance of staff which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.
- Perform all job duties and responsibilities in a safe manner to protect 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 supervision of the Deputy Director, Maintenance, 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. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Associate's degree in business/public administration or related field.
- Six (6) years of progressive experience working in a heavy duty vehicle maintenance facility.
- Two (2) years management experience.

Other Requirements:

- Must be able to communicate effectively, both orally and in writing.
- Must have a valid California driver's license with a safe driving record.

Selection Process May Include:

Applications will be screened for completeness and minimum qualifications

Written and/or skills assessment examination

Finalists will be interviewed by a screening and selection panel

Background investigation

Current Employment Benefits at SamTrans:

Holidays: Seven paid holidays, plus up to five floating holidays per year

Time Off: Paid Time Off: 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 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:

Although we encourage applicants to apply online, we are still accepting paper applications.

- 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 or improperly completed 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.

SamTrans is an Equal Opportunity Employer Minorities/Women/Persons with Disabilities/Veterans