



JOB TITLE:	<b>CHIEF MECHANIC BODY &amp; FACILITY</b>	DIVISION:	<b>BUS</b>
REPORTS TO:	<b>SUPERINTENDENT, FLEET &amp; FACILITIES</b>	EEO CATEGORY:	<b>07 - SKILLED</b>
FLSA:	<b>NON-EXEMPT</b>	SAFETY-SENSITIVE:	<b>YES</b>
CLASSIFICATION:	<b>REPRESENTED</b>	LOCATION:	<b>SAN RAFAEL</b>

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **Position Summary**

Under general direction, may perform any or all of the following: plans work, assigns work, supervises, trains and assists mechanics in various job classifications within the body and fender, building maintenance, and electronics trades, and mechanic leaders to complete work assignments. Prepares and reviews maintenance records, administers computerized asset management system (IBM Maximo), assures security of District assets and stores, provides operations personnel with maintenance assistance, coordinates closely with stores department to ensure inventory availability to support ongoing maintenance activities. Documents and recommends disciplinary action as required.

### **Essential Responsibilities**

- Plans, supervises and participates in work assignments for all employees supervised
- Evaluates job performance and knowledge, skills and abilities (KSA) of all employees being supervised.
- Provides training, mentoring and feedback to personnel
- Issues 2nd level of progressive discipline, counseling, and written letters of reprimand to employees supervised. This position will not be responsible for administering discipline at subsequent levels.
- Interprets and enforces District rules, regulations, and policies
- Assures proper completion of job assignments with minimum expense and maximum productivity
- Certifies records of work in progress and completed, including time cards, material requisitions, maintenance records and equipment counts when required.
- Collaborates closely with supervisors of oncoming and off going shifts to assure maximum daily productivity and continuity of work
- Monitors employee attendance and adherence to arrival, break and departure times
- Assures security and safety of premises and work.
- Assists in developing and performs ongoing monitoring of key performance measures to ensure departmental goals are consistently achieved
- Performs quality control inspections to ensure all repairs meet or exceed regulatory requirements and internal safety and reliability standards



- Performs constant communication with management staff regarding fleet and facilities condition, status of assigned personnel and any issues affecting productivity or attainment of daily goals
- Collaborates closely with Bus Operations Department to provide maintenance resources during emergencies and/or equipment failures to ensure maximum safety and minimum disruption of scheduled service
- Ensures that employees under his or her supervision follow established safe work practices and obey all safety rules
- Knows and follows the safety and health rules and safe working practices applicable to his or her job
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service
- Performs additional related duties as assigned
- Regular and reliable attendance and performance are required

### Required Knowledge, Skills and Abilities

**Knowledge of:** Theories, principles and practices of heavy duty transit bus fleet and facilities maintenance management. State and federal regulations that pertain to transit bus and commercial vehicle fleets in the areas of inspection and maintenance, procurement, and recordkeeping. Computerized enterprise asset and maintenance management systems. District policies and labor agreement (MOU) provisions. Occupational health and safety rules and working practices applicable to this position.

**Skills or Ability to:** Manage performance of staff and maintain motivation and satisfactory employee relations in a unionized labor environment. Manage technical aspects of transit bus inspection, maintenance, and repair. Communicate clearly and effectively both orally and in writing. Prepare detailed reports regarding maintenance activities and equipment status. Prepare and review work orders, asset records, inventory and labor tracking in computerized asset management system (IBM Maximo). Exercise sound analyses, judgement and/or recommendations to technical and operational problems. Interpret and enforce District policies and labor agreement (MOU) provisions. Facilitate and document minutes of the meeting. Perform computerized data entry and basic business office technology functions such as email, spreadsheet lists, and word processing.



## Minimum Qualifications

**Education and/or Experience:** Completed four-year journey-level apprenticeship and five years' journey-level trade experience, or an approved equivalent combination of training and position related experience. Degree, certificate or significant coursework in business administration, management or closely related field is highly desirable. Previous supervisory experience is desirable.

**Required License:** Must possess and maintain a current, valid California driver's license and satisfactory driving record. No more than two moving violations within the last 3 years of posting. No DUI's or Reckless Driving violations within the last 7 years on the current DMV print-out. Operates District vehicles on a regular basis.

**Physical Requirement:** Occasionally lift up to 100 pounds maximum with assistance; frequently lift, carry and manipulate up to 50 pounds. Frequent bending and kneeling and occasional climbing on 12 foot ladders and/or scaffolding. Working inside and outside in all weather conditions. Work around fumes, odors and dust in an occasionally high noise level environment with appropriate personal protective equipment.