

Intercity Transit
JOB TITLE: Vehicle Maintenance Supervisor

BAND	GRADE	SUBGRADE
C	4	2
DEPARTMENT: Operations	DIVISION: Vehicle Maintenance	FLSA STATUS: Exempt
SUPERVISION RECEIVED FROM: Vehicle Maintenance Manager	SUPERVISION EXERCISED OVER: Auto Technician Coach Technician Support Specialist Service Worker Vehicle Cleaner	PAY GRADE: C42
SUMMARY: Supervises, plans, organizes trains, mentors and monitors vehicle maintenance fleet cleaning, and complex mechanical, electrical and computerized repair activities for all agency vehicles and equipment. Ensures servicing and repairs meet manufacturer, Department of Transportation and Federal guidelines/regulations and recommended practices.		
DISTINGUISHING CHARACTERISTICS: Supervises semi-skilled and skilled staff and the day-to-day operations of a vehicle fleet maintenance shop. As a Supervisor, supervises fleet maintenance staff. <i>As a shared position</i> , Supervisors perform a combination of the essential duties.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring employees follow policies and procedures; making hiring, termination, and disciplinary decisions and recommendations. Performs random quality assurance inspections. Confers with staff regarding proper safety procedures, maintenance techniques, new or revised policies and procedures, and counsels/takes corrective action when necessary. Coaches and mentors employees.	Daily 30% (B2)
2.	Determines and allocates labor and equipment resources and supervises all maintenance activities to assure work is performed efficiently and according to appropriate guidelines, procedures and regulations.	Daily 30% (C4)
3.	Supervises activities involved in the requisition of vehicles as well as parts, materials, components, technical equipment, fuels and lubricants for the repair and maintenance of all Agency vehicles. Assists in the preparation of vehicle technical specifications and in the contractor bidding and award process.	Daily 15% (C4)

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
4.	Researches vehicle and equipment problems or failures; defines problem, collects and analyzes data, and draws conclusions to facilitate repair and resolve problem.	Daily 10% (C4)
5.	Assists the Manager with preparing and monitoring the maintenance training based on the goals and objectives of the department. Provides instruction, certifications and professional development training. Coordinates specialized trainings by contacting schools, manufacturers, and instructors. Trains vehicle maintenance personnel on agency's safety programs to ensure OSHA compliance. Conducts remedial training. Monitors training effectiveness.	Weekly 30% (C4)
6.	Develops and maintains technical resources library. Coordinates and tracks ASE certifications. Maintains up to date training records. Assists in developing and supporting local community colleges diesel programs.	Monthly 10% (C4)
7.	Develops programs and campaigns and conducts cost analysis for vehicle maintenance activities; sets maintenance standards; monitors operations by conducting periodic vehicle road tests; and monitors all road call reports. Includes speaking, making presentations and drafting written materials of a complex and technical nature. Assist with the researching, planning, coordinating and monitoring of special projects.	Quarterly 10% (C4)
8.	Investigates and responds to concerns and complaints ensuring that problems are resolved. Coordinates maintenance response and preparation to adverse weather conditions affecting service.	Occasionally 5% (B2)
9.	Represents the Agency in state and local transit groups such as WSTA Maintenance Committee.	Occasionally NB
10.	Performs other duties of a similar nature or level.	As Required
11.	Must meet time and attendance standards.	Always

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Knowledge (position requirements at entry):

Knowledge of:

- Supervisory principles and practices;
- Applicable Federal, State, and Local laws, rules, and regulations;
- Vehicle repair and maintenance standards and procedures;
- Technical writing principles;
- Report writing techniques;
- Effective employee communication methods;
- Effective training practices, assessment and evaluation tools.

Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating subordinate staff;
- Classroom presentation;
- Ability to work varied and non-traditional hours and shifts;
- Conducting research and preparing reports;
- Maintaining logs and records;
- Handling multiple tasks simultaneously;
- Reading and interpreting technical drawings;
- Writing technical specifications;
- Conflict resolution techniques;
- Customer service principles;
- Communicating technical concepts to varied audiences;
- Basic risk management principles;
- Operate variety of office machines, computer hardware and software;
- Blood borne pathogens protocols; first aid/first responder AED training;
- Road testing vehicles;
- Interpreting an extensive variety of technical instructions in mathematical or diagram form;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Associates Degree in a related field and five years of increasingly responsible maintenance experience and training; Diesel/Gas Journey Level experience preferred; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Must be able to obtain within specified time frame:

- WA Class B Commercial Driver's License with Passenger and Air Brake Endorsement;
- Forklift Certification;
- First Aid Certification.

Must submit to criminal background check the results of which must meet hiring criteria for the role.

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Physical Requirements:

Positions in this class typically require: stooping, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, work space restrictions, intense noises and travel. May be subject to outdoor work environment with adverse conditions such as freezing temperatures or snow.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (LM)

Date: 8/05/04

Revised: 6/1/09 + background ✓'s; CDiRito

Revised: 9/16/2011 Comp Class Review: HR

Revised: 2/2014 Agency Reorg – Maintenance Director/Dept position eliminated; Maintenance & Facilities divisions moved to Operations Dept.; change in position direct report: to Maintenance Manager

Revised: 1/2016 to include additional training functions due to additional FTE in 2016 Budget. cd