

GOLDEN GATE BRIDGE, HIGHWAY & TRANSPORTATION DISTRICT



Director of Maintenance (PS101227)

\$129,126.40 - 156,083.20 annually plus excellent benefits

Employee pays up to 7% of salary/wage toward CalPERS retirement plan.

This job posting is open from October 23, 2017 until November 6, 2017.

ABOUT THE POSITION:

Under the general direction of the Deputy General Manager-Bus Transit Division, the Director of Maintenance plans, organizes, and directs all activities, procurement, and capital replacement programs for a dynamic and fast-paced 24/7 maintenance department employing a staff of approximately eighty (80) skilled crafts persons and administrative support personnel. The Director's scope of responsibility includes approximately 185 fixed route vehicles (urban bus and commuter coaches) and 15 cutaways, as well as four operating divisions, a transit center, bus shelters and signage, ancillary, support vehicles and equipment. During emergencies, this position is subject to 24-hour, on-call responsibilities.

MINIMUM JOB REQUIREMENTS:

- Bachelor's degree in Business or Public Administration or closely related field. *Qualifying experience may be substituted on a year-for-year basis in lieu of education.* A written statement detailing qualifying experience must be submitted with the application.
- Five years of position-related experience in public transit or a closely related industry.
- Experience in a Federal Transit Administration (FTA) regulated environment is desirable.
- Experience with advanced technology hybrid and zero emission vehicle propulsion systems is desirable.

REQUIRED LICENSE(S):

- Must possess and maintain a current, valid California driver's license and satisfactory driving record (Drives District vehicles on a regular basis). A Class "B" CDL with passenger and air brake endorsements preferred.

ESSENTIAL FUNCTIONS:

- Ensures that all vehicles are maintained in accordance with the standards set forth by the Federal Motor Carrier Safety Administration and the California Vehicle Code.
- Ensures the occupational safety and health of all department employees in accordance with state and federal regulations.
- Ensures that all vehicles, facilities, equipment and processes are in compliance with state and federal environmental protection standards, regulations and permitting requirements.
- Develops and implements short- and long-term capital improvement plans.
- Coordinates and oversees work performed by third party vendors and contractors.
- Develops and administers departmental operating and capital budgets.
- Monitors and ensures satisfactory budget performance and cost control.
- Develops and administers departmental rules, regulations and policies.
- Negotiates and administers union collective bargaining agreements, issues discipline and conducts grievance proceedings.
- Coordinates and adjusts work schedules and staffing levels to ensure fulfillment of vehicle service requirements and operational readiness of facilities and passenger terminals.
- Coordinates departmental logistics and procurement of equipment, tooling, training, technical publications, repair parts and supplies, including development of technical specifications, and contract and warranty administration.



Director of Maintenance

ESSENTIAL FUNCTIONS:

- Responsible for recruitment and retention of labor force and training and development of employees.
- Maintains records and develops detailed technical reports for various internal customers and external regulatory agencies.
- Primary agency liaison to state and federal regulatory and/or governmental agencies.
- Agency liaison to trade associations such as the California Transit Association (CTA) and the American Public Transit Association (APTA).
- Regular and reliable attendance and performance is required.



REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Theories, principles and practices of heavy duty transit bus fleet, facilities, and equipment asset management.
- State and federal regulations pertaining to transit bus and commercial vehicle fleets in the areas of inspection and maintenance, procurement, recordkeeping, occupational health and safety and environmental protection.
- Computerized enterprise asset and maintenance management systems.
- Common business office technologies and software.



Ability to:

- Manage staff performance and maintain motivation and satisfactory employee relations in a unionized labor environment.
- Effectively craft and articulate a strategic, long term vision for the department.
- Research, interpret and apply laws, regulations and contract language.
- Analyze and interpret complex technical documents, blueprints, diagrams and instructions.
- Apply effective, analytical problem solving techniques.
- Apply modern management techniques to achieve efficient and effective utilization of resources.
- Take initiative and use sound independent judgment within established guidelines.
- Communicate clearly and effectively both orally and in writing.
- Collaborate effectively with various and diverse functional departments within the District.



Skilled in:

- Effective leadership principles and practices.
- Transit asset management theories, principles, and practices.
- Basic business office technologies, including spreadsheet development and word processing.
- Quantitative analysis and preparation of detailed reports regarding maintenance activities and facilities and equipment status.
- Principled and effective negotiation with labor representatives, vendors and third party contractors.





Director of Maintenance

APPLICATION PROCEDURE:

**FAILURE TO MEET ANY OF THE REQUIREMENTS STATED BELOW
MAY RESULT IN REJECTION OF YOUR APPLICATION**

TO APPLY: www.goldengate.org/jobs

Applicants must apply online by deadline date. Applications received after the deadline will not be considered.

For directions and general information, visit our website www.goldengate.org.

The District's primary and official means of application notification is via EMAIL. Thus, applicants are advised to check their email for their application status updates.

THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:

1. GGBHTD Online Employment Application
2. Resume (Scan and attach as PDF to your online application)
3. Evidence of Bachelor's degree or written statement of qualifying experience (Scan and attach as PDF to your online application)

THE SELECTION PROCESS FOR THIS POSITION will include:

- Assessment of education, training, and experience
- Oral Panel Interview
- General Manager interview for final candidates
- Background, Employment and Security Investigation

****The District will invite ONLY those candidates whose qualifications MOST CLOSELY MATCH the position requirements to continue in the selection process.***

The Golden Gate Bridge, Highway and Transportation District recognizes that our employees and customers come from many diverse backgrounds. We respect these backgrounds. We are committed to achieving a workforce that reflects the rich diversity of our region and ensuring that our employees and customers are treated fairly and free from intolerance and discrimination. The District is an Equal Employment Opportunity/Affirmative Action Employer. More information can be found at http://goldengate.org/jobs/documents/jobs_FAQs.PDF.

