



GOLDEN GATE BRIDGE
HIGHWAY & TRANSPORTATION DISTRICT

POSITION: **FLEET AND FACILITIES SUPERINTENDENT (PS101244)**
Position is located at the Bus Transit Division located in San Rafael, CA

SALARY RANGE: **\$110,968.00 - \$134,139.20 annually plus excellent benefits**
40.00 hour work week
(Employee pays 7% of salary/wage toward CalPERS retirement plan)

DATE POSTED: **Friday, February 2, 2018**

CLOSING DATE: **Open Until Filled**
First Review Date of Applications: February 23, 2018

OPEN TO: **All Qualified Applicants**

OPENINGS: **1 Vacancy and to Create an Eligibility List**

POSITION DESCRIPTION:

Under general direction of the Director of Bus Maintenance, the Fleet & Facilities Superintendent plans, organizes and directs day-to-day activities for a 24/7 transportation maintenance department employing more than 70 persons varying from skilled craft to semi-skilled and service positions to accomplish the service, maintenance and repair of a 180 – bus transit fleet. In addition, the position provides oversight for accompanying non-revenue fleet support vehicles, multiple operations and maintenance facilities, passenger terminals, and various ancillary equipment. This position is subject to 24-hour call-back during emergency situations.

MINIMUM JOB REQUIREMENTS:

Education and/or Experience:

- Bachelor's degree in Business Administration, Public Administration or related field. Position related experience may be substituted on a year per year basis in lieu of degree. (A written statement detailing experience must be submitted at time of application.)
- Five (5) years recent position-related supervisory experience in heavy-duty fleet and facilities maintenance.
- Demonstrated proficiency at a Basic level of skill using computers and applicable software including Microsoft Office applications and enterprise asset management systems.

Required License:

- Must possess and maintain a current, valid California driver's license and satisfactory driving record.
 - No DUIs or reckless driving infractions within the last 7 years. No more than 2 moving violations within the last 3 years. Operates District vehicles on a regular basis.
- California Class B commercial driver's license with passenger endorsement or the ability to obtain such license within six months of hire is required.

Superintendent, Fleet & Facilities
PS101244

Physical Requirement:

- Most work performed in an office environment, but duties may also include bending, kneeling and occasional climbing on 12-foot ladders and scaffolding to evaluate site conditions and work in progress.
- Occasional work around fumes, odors, dust, and high-noise environments.
- Must be able to work outside in all weather conditions as required.

ESSENTIAL RESPONSIBILITIES:

- Coordinates and directs the daily activities of vehicle and facilities maintenance department's first line supervisory personnel.
- Ensures that all vehicles are maintained in accordance with the standards of 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 compliant with state and federal environmental protection standards, regulations and permitting requirements.
- Assists department director and District engineering staff in developing short-term and long-term capital improvement plans.
- Coordinates and oversees work performed by third party vendors and contractors.
- Assists in the development, analysis and administration of department operating and capital budgets.
- Interprets and enforces the rules, regulations and policies of the District and the department.
- Administers multiple 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 warranty administration.
- 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.
- 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, recordkeeping, occupational safety and health and environmental protection.
- Facilities and fixed plant equipment maintenance practices and standards.
- Computerized enterprise asset and maintenance management systems

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Ability to:

- Manage performance of staff and maintain motivation and satisfactory employee relations in a unionized labor environment.
- 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. Utilize modern management techniques to achieve efficient and effective utilization of resources.
- Use sound independent judgment within established guidelines.
- Exercise tact and assertiveness in challenging leadership situations.
- Communicate clearly and effectively both orally and in writing. Collaborate effectively with various and diverse functional departments within the District

Skilled in:

- Leadership principles and practices including interpersonal communication, conflict resolution, motivation, coaching and team building.
 - The technical aspects of transit bus inspection, maintenance, overhaul and repair.
 - 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 service providers
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APPLICATION PROCEDURE:

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

TO APPLY: www.goldengate.org/jobs

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

Office Hours: 8:30 a.m. – 4:30 p.m. NO PHONE CALLS.

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

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. GGBHT Online Employment Application**
- 2. Resume (Scan and attach as PDF to your online application)**
- 3. DMV H6 Print-out which can only be requested from any DMV office** (Scan and attach as PDF to your online application). **This report provides your 10-year driving record.**
 - For External Applicants: DMV H6 Print-out dated within 30 days from the date of job posting (Scan and attach as PDF to your online application)
 - For Internal Applicants: For Regular, Full-time employees who are part of the Pull Notice Program, the Human Resources Department will request for your DMV report. For Casual/Temporary/Provisional employee, please request your DMV H6 Print-out from any DMV Office.

THE SELECTION PROCESS FOR THIS POSITION will include:

- Assessment of education, training, and experience
- Skills Testing
- Oral Panel Interview
- 2nd Round interview
- Medical Examination (*post offer*) which includes a functional performance physical and drug test.
- Background, Employment and Security Investigation (*post offer*)

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

***This position is classified as U.S. Department of Transportation - Federal Transit Administration "Safety Sensitive." Under DOT FTA regulations, employees in "Safety Sensitive" positions are subject to pre-employment, reasonable suspicion, post-accident, random and return-to-duty drug and/or alcohol testing.*

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Golden Gate Bridge Highway and Transportation District to take all personnel actions on the basis of merit and other job-related factors, without regard to race, color, national origin, religion, sex (including pregnancy, childbirth, and related medical conditions), disability: physical or mental, age (40 and older), genetic information, marital status, sexual orientation and identity, medical condition, political affiliation or military status.

Applicants with Disabilities: The Human Resources Department will make reasonable efforts to accommodate applicants with disabilities to complete the Employment Application and in any job-related examination process. If you have special needs, please call (415) 257-4521 (Human Resources). The District's telecommunications device (TDD) for Persons with Hearing Disabilities is (415) 257-4554.

Revised 03/17/2014 SS

02/02/2018 MP

**Human Resources Administration
GGBHTD
1011 Andersen Drive
San Rafael, CA 94901-5318**