



**SACRAMENTO REGIONAL TRANSIT DISTRICT  
invites applications for the position of:**

**Maintenance Supervisor - Bus**

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<b>SALARY:</b>	\$41.53 - \$58.13 Hourly \$7,198.53 - \$10,075.87 Monthly \$86,382.40 - \$120,910.40 Annually
<b>DEPARTMENT:</b>	Bus Maintenance
<b>OPENING DATE:</b>	11/05/20
<b>CLOSING DATE:</b>	11/25/20 11:59 PM
<b>RECRUITMENT TYPE:</b>	Internal/External
<b>DESCRIPTION:</b>	

**DMV PRINTOUT IS REQUIRED AT THE TIME OF APPLICATION**

**Only DMV printouts issued by the Department of Motor Vehicles are acceptable. As a result of the current COVID-19 State of Emergency, SacRT will accept online DMV printouts until further notice.**

The purpose of this position is to supervise and coordinate all bus maintenance activities and personnel, including compliance, reference utilization, safe work practices, industry standards, and time management processes. This is accomplished by supervising vehicle maintenance personnel and coordinating work activities, enforcing departmental policies and procedures, establishing and maintaining specific work goals and objectives, juggling and assigning maintenance campaigns, as well as scheduled and unscheduled service, analyzing and delegating workload, and planning, communicating, and controlling schedules and assignments of subordinates. Other duties include coordinating the shuttling of community bus service vehicles and working closely with bus dispatch to resolve bus assignment and operational issues.

**EXAMPLES OF DUTIES:**

- Oversees vehicle and equipment maintenance and the service island by establishing work procedures, monitoring and evaluating work in progress for timeliness and quality of repair efforts, inspecting and certifying completed work to verify conformance to specifications and regulations, inspecting vehicle cleanliness, monitoring the storage of cashboxes for revenue vehicles, recognizing and implementing improved work practices, parts utilization, and training, reviewing work orders to determine priority of assignments, dispatching maintenance personnel to road calls, assigning maintenance personnel to the lot to assist drivers with vehicle maintenance issues and discrepancies, and supervising vehicle maintenance personnel.
- Provides departmental oversight by coordinating work activities and coverage for the assigned shift and assigning overtime as required, enforcing departmental policies and procedures, monitoring and recording employee attendance, establishing and maintaining specific work goals and objectives, assigning scheduled and unscheduled maintenance, overseeing vacation and floating holiday selection, addressing any labor-relations issues, completing probationary or promotional employee evaluations, coordinating work assignments for employees as appropriate by classification, developing and implementing a variety of training programs, maintaining and scheduling recertification programs, ensuring training records are correct, conducting assessments through periodic observation, and evaluating new equipment and repair techniques.
- Assigns revenue vehicle routes by utilizing the Fleet Management and OTIS operating systems to disperse vehicles based upon the type of vehicle required for the route, working in close coordination with dispatch road supervisors in resolving vehicle assignment dilemmas both on property and on the road, ensuring all vehicles are parked in their assigned parking spots

assigning scheduled maintenance vehicles to the appropriate routes to facilitate maintenance and servicing requirements, determining the appropriate course of action for disabled vehicles, and coordinating vehicle road calls with dispatch and maintenance personnel, as well as tow service contractors.

- Ensures departmental safety by supervising investigations of accidents to determine the cause and extent of damage, coordinating and conducting training programs and safety meetings to promote safety awareness, estimating cost of repair to District vehicles involved in accidents, ensuring that District safety standards are maintained to protect employees and property, identifying and correcting unsafe working conditions in accordance with District policies, performing random spot inspections to ensure a desired safety and quality level is being attained, educating subordinates on proper storage, handling, and disposal procedures of hazardous waste in accordance with HAZCOM requirements, activating and coordinating all maintenance facility evacuation procedures, and conducting monthly facility emergency shut down procedures and fire alarm drills to ensure evacuation readiness.

## **MINIMUM QUALIFICATIONS:**

*A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. SacRT reserves the right to determine the equivalences of education and experience.*

**Education:** Associate's degree, diploma or equivalent from an accredited college, technical, business, vocational, or correspondence school in Automotive, Diesel or Heavy Equipment Technology or a related field.

**Experience:** A minimum of five (5) years of journey level mechanic experience in troubleshooting, repair and maintenance of transit buses, heavy equipment, complex machinery or related equipment. One (1) year of lead or supervisory experience is preferred.

**Certification & Other Requirements:** Possession of a valid driver's license is required with the ability to obtain and maintain a valid California Class B driver's license, with Passenger and Airbrake endorsements, Environmental Protection Agency (EPA) Section 608 and Fork Lift.

**Candidates must submit a DMV printout, dated November 5, 2020, or thereafter, at the time of application, in order to be considered. Only DMV printouts issued by the Department of Motor Vehicles are acceptable. As a result of the current COVID-19 State of Emergency, SacRT will accept online DMV printouts until further notice.**

**Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.**

## **FILING INSTRUCTIONS/SUPPLEMENTAL INFORMATION:**

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application is required for this position. Applications, job announcements, and copies of the complete job description are available at our website at [www.sacrt.com](http://www.sacrt.com).

**Completed employment application, DMV printout and proof of education, as outlined above, must be submitted online no later than Wednesday, November 25, 2020 at 11:59 p.m. SacRT will not process incomplete applications. Resumes are not accepted in lieu of an application, but may be included with the application.** For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

**SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.**

**SacRT is an Equal Opportunity and Affirmative Action EOE/AA Employer -  
Minorities/Women/Disabled/Veterans**

**This position falls under the American Federation of State, County and Municipal  
Employees (AFSCME) Collective Bargaining Agreement.**

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.sacrt.com/Career/>

Position #2021-00329  
MAINTENANCE SUPERVISOR - BUS  
YH

2810 O Street  
Sacramento, CA 95816  
(916) 556-0298

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**Maintenance Supervisor - Bus Supplemental Questionnaire**

- \* 1. Describe, in detail, your journey level mechanic experience in troubleshooting, repair and maintenance of transit buses, heavy equipment, complex machinery or related equipment. In your response, include the employer and number of years/months you performed the function.
  
- \* 2. Describe, in detail, your experience supervising or acting as a lead over staff, including details on the oversight you provided and the number of employees you were responsible for. In your response, include the employer and number of years/months you performed the function.
  
- \* 3. Describe, in detail, your experience overseeing vehicle preventive maintenance and maintaining cost control records. In your response, include the employer and number of years/months you performed the function.
  
- \* 4. Describe your experience participating in the technical analysis of new equipment and/or repair techniques, including details of any research and/or analysis of equipment and/or bus specifications you have done. In your response, include the employer and number of years/months you performed the function.
  
- \* Required Question