

Director of Maintenance
Req. # PS100497



POSITION: **Director of Maintenance, Req. # PS100497**
(Location: Bus Transit, San Rafael)

SALARY RANGE: *\$106,267.20 to \$128,419.20 annually, plus excellent benefits (40-hour work week)*
(Employee pays 8% of salary/wage toward CalPERS retirement plan)

DATE POSTED: Thursday, December 31, 2009

CLOSING DATE: **Opened Until Filled – Will begin preliminary screenings of resumes on Tuesday, January 26, 2010**

OPEN TO: **All Qualified Applicants**

OPENINGS: **1 and to Create and Eligibility List for this recruitment**

POSITION DESCRIPTION:

Under direction of the Deputy General Manager/Bus Transit Division, coordinates through first-line supervisory personnel the daily and long-term maintenance on revenue and non-revenue vehicles, fare collection equipment, buildings and grounds for the Bus Division. Directs the purchasing of all materials, supplies, equipment and other commodities for the Bus Division. Oversees the preparation of bid documents and prepares the technical specifications for capital equipment purchases. Performs other related duties as required.

MINIMUM JOB REQUIREMENTS:

- Bachelor's degree in Business or Public Administration, Economics or closely related field. Qualifying experience may be substituted on a year-for-year basis in lieu of education.
- Five years of position-related supervisory experience in a vehicle maintenance-related field and two years of responsible purchasing experience (in a federally-funded environment preferred); experience in a system with a fleet of 200 or more vehicles preferred.

ESSENTIAL RESPONSIBILITIES:

Management

- Manages the overall operation of the Bus Transit Vehicle and Facilities Maintenance Departments and bus transit-related purchasing functions; responsible for the efficient operation of the stock room, purchasing, rolling stock, and four separate operating garages located throughout the 101 Corridor.
- Directs and supervises the Maintenance and Shop/Facilities Superintendents and indirectly their teams of represented lead and chief mechanics.
- Identifies and resolves organizational, administrative and operational problems as necessary; prepares reports and makes recommendations.
- Ensures that appropriate safety and health policies, procedures and programs are effectively implemented, that adequate resources and priority are assigned to correcting hazardous conditions, and that applicable safety program activities are carried out.

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- Leads budgetary planning for the maintenance functions and makes recommendations for long-term projects to improve reliability of District equipment and ensure preservation (maintenance) of facilities and equipment; monitors workforce and anticipated work to forecast future workforce and budget needs.
- Interviews vendors to obtain information concerning safety of products prior to purchase; supervises testing and evaluation; inspects facilities, machinery and equipment on a regular basis to ensure that all work is performed in a safe environment; interprets and enforces OSHA regulations.
- Manages preventive maintenance and manpower programs using vehicle maintenance software to include fluid management, warranty, parts, payroll (timekeeping), revenue and non-revenue vehicle preventive maintenance, facilities maintenance, and interface with transportation and District software. Maximo & EJ Ward experience preferred.
- Plans preventive maintenance of various components to assure compliance with OEM requirements, warranties, and any related training.
- Oversees and reviews Maintenance Department personnel licensing and required DMV licenses.
- Administers and is responsible for paratransit provider's FTA vehicle inspection compliance.
- Administers Bus Division alternative fuel program (ZEBA).
- Oversees fare collection equipment issues and maintenance and collection data.
- Oversees Maximo/EJ Ward performance issues and reports.
- Oversees record retention to assure compliance with State, Federal and District policies.
- Manages CHP terminal inspections.
- Participates in Regional Transit Association (RTA) and Regional Transit Coordinating Council (RTCC) groups and California Transit Association (CTA)
- Represents the District in meetings with governmental agencies, professional, business and community organizations and the public.

Procurement

- Oversees the bid specifications and documents for formal and informal bids for the purchase of capital equipment, including revenue and non-revenue vehicles, materials and supplies, including research and writing of technical specifications to meet Federal and State laws and regulations and District purchasing policies and guidelines.
- Monitors pass-through of any FTA funds to paratransit and other service providers and any associated purchases of equipment.
- Represents District at pre-bid/pre-production/pre-construction meetings.
- Negotiates pricing of revenue and non-revenue vehicles.
- Assists Purchasing Department in conducting required FTA audits for pre-award recommendations.
- Administers contracts to ensure that the District is receiving goods, equipment, vehicles or services in compliance with contract documents.
- Reviews bids and quotations and evaluates bid responses on the basis of lowest price submission in conformance with specifications; makes recommendation for award.
- Conducts value analysis, expedites purchase orders and follows up on contracts, arranges for change orders as required, works with various manufacturers' and services' representatives on warranty claims.
- Directs and reviews physical and perpetual inventory records to determine if material on hand is in sufficient quantity, assists in establishing order points, directs maintenance of disbursement and receipt records.
- Oversees specifications/tasks of outside service contracts such as janitorial, landscaping and security.
- Administers tire lease contract and oversee the Contractor's site employees.
- Administers "Subscription Bus" contract.

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Labor Relations

- Interprets and enforces rules, regulations and policies of the Maintenance Department, District and Memoranda of Understanding.
- Attends or assists with grievance hearings and handling of labor and employee relations.
- Holds disciplinary hearings and ensures compliance with MOU procedures for disciplinary matters.
- Conducts second level grievance hearings.
- Assists in negotiations with labor unions of represented employees.

Training and Development

- Works in partnership with the HR Department to provide training for employees' continued growth and knowledge.
- Establishes training and safety programs and re-evaluates existing programs.
- Provides leadership opportunities for employees as part of their growth and development.
- Develops and implements Fuel Cell technology training for maintenance personnel, public first response teams and drivers.

REQUIRED KNOWLEDGE, ABILITIES, SKILLS:

- Knowledge of Bus Transit Division policies, programs and procedures regarding maintenance activities.
- Knowledge of management methods and principles including budget, supervision, training and mentoring.
- Exceptional time management skills.
- Knowledge of safe work procedures, CAL/OSHA rules and regulations, and hazardous materials pertaining to the automotive industry.
- Understanding of ADA regulations for revenue vehicles.
- Understanding of Tribology concepts, for implementation and study of lab testing to insure proper specifications of fluids and products purchased and for compliance with OEM specifications.
- Knowledge of District and FTA purchasing principles, procedures and practices and legal requirements.
- Ability to lead various groups of employees in a team-based environment.
- Ability to effectively review overall department performance and plan, assign, supervise and coordinate the work of subordinate personnel.
- Ability to work effectively with subordinate personnel and representatives of other organizations.
- Ability to establish priorities and organize work schedules to meet District requirements.
- Ability to read and interpret Memorandum of Understanding and work effectively with union representatives.
- Ability to learn and manipulate computerized record system and use a personal computer and software programs applicable to the department.
- Ability to prepare complex reports, correspondences, and technical specifications for vehicles and equipment used in the maintenance of heavy duty vehicles.
- Ability to prepare and deliver informational presentations to various groups ranging from the District's Board of Directors, to transit associations and community groups.
- Comprehensive journey-level knowledge of diesel truck or bus mechanics.
- Ability to describe commodities for purchase with standard, readily identifiable nomenclature.
- Understanding of FTA regulations for revenue and non-revenue vehicles equipment including inspections, documentation for Buy America FMVSS and Title 13.
- Understanding of California Air Resource Board (CARB) regulations for public transit and plan

compliance of regulations for future fleet emission requirements.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

- Normal working conditions for this position are in an office, outdoor or shop environment.
- Employee must be mobile and able to travel to alternate work sites in the Bay Area as well as travel to long-distance external locations for extended time periods.
- 24-hour call position requires ability to work beyond standard office hours to attend evening and weekend meetings, meet with employees working swing and graveyard shifts and respond to emergencies.

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.

APPLICATION PROCEDURE:

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

THREE WAYS TO APPLY:

- **E-MAIL to:** jobs@goldengate.org:
Please reference the position title in the subject line of your email.
- **MAIL to:** Human Resources Department – R. Bolds
1011 Andersen Drive
San Rafael, CA 94901-5318
- **Apply IN PERSON:** at 1011 Andersen Drive, San Rafael, CA 94901-5318

For directions and general information visit our web site – www.goldengate.org

Office Hours: 8:30 a.m. – 4:30 p.m.

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

1. Cover letter
2. Resume
3. Evidence of Bachelor's degree or statement supporting additional experience in lieu of degree.

Materials received after the first screening date will not be considered for initial panel interviews.

THE SELECTION PROCESS FOR THIS POSITION will include:

- Supplemental Questionnaire and/or writing assessment (*candidates best meeting the qualifications listed on this Job Announcement will be invited to participate in Supplemental Questionnaire and/or writing assessment*)
- Oral Panel Interview (*candidates best meeting the qualifications listed on this Job Announcement will be invited to participate in Oral Panel Interview*)
- Department interview for final candidates
- Position is "Safety Sensitive" and will be required to undergo Drug and Alcohol Testing prior to employment and will be subject to further random urine and breath alcohol testing throughout the period of employment
- Background, Employment and Security Investigation (*post-offer of employment*)

*The District is a drug-free workplace. Applicants under consideration will be required to undergo and pass drug testing prior to District employment.

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

AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration without unlawful discrimination on the basis of race, color, religion, gender, sex, national origin, ancestry, age, marital status, medical condition, disability, sexual orientation, military experience or genetic information.

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) 257-4526 (Human Resources Department Recording). The District's Telecommunications Device (TDD) for Persons with Hearing Disabilities is (415) 257-4554.

Rev 12/30/09
TM/RB

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