



JOB TITLE:	<b>CHIEF MECHANIC - BUS &amp; BODY</b>	DIVISION:	<b>BUS</b>
REPORTS TO:	<b>FLEET &amp; FACILITIES MANAGER</b>	EEO CATEGORY:	<b>07 - SKILLED</b>
FLSA:	<b>NON-EXEMPT</b>	SAFETY-SENSITIVE:	<b>YES</b>
CLASSIFICATION:	<b>REPRESENTED</b>	LOCATION:	<b>SAN RAFAEL</b>

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### Position Summary

Under general direction, may perform any or all the following: plans work, assigns work, supervises, trains and assists mechanics in various job classifications within the body and fender, welder and electronics trades, to complete work assignments. Prepares and reviews maintenance records, administers computerized asset management system (IBM Maximo), assures security of District assets and stores, provides operations personnel with maintenance assistance, coordinates closely with stores department to ensure inventory availability to support ongoing maintenance activities. Documents and recommends disciplinary action as required.

### Essential Responsibilities

- Plans, supervises, and participates in work assignments for all supervised employees.
- Evaluates job performance and knowledge, skills, and abilities (KSA) of all employees being supervised.
- Provides training, mentoring, and feedback to supervised personnel.
- Issues second-level progressive discipline, including counseling and written reprimands, to supervised employees. This position does not administer discipline beyond this level.
- Monitors employee attendance and adherence to scheduled arrival, break, and departure times.
- Ensures employees follow established safety practices and rules; adheres to applicable occupational health and safety regulations.
- Conducts quality control inspections to ensure all repairs meet or exceed regulatory, safety, and reliability standards.
- Ensures timely and cost-effective completion of job assignments to maximize productivity.
- Certifies work records, including timecards, material requisitions, maintenance records, and equipment counts, as required.
- Opens and closes work orders in Maximo, ensuring all required information is entered; performs other computerized recordkeeping as needed.
- Collaborates with incoming and outgoing shift supervisors to ensure continuity of operations and daily productivity.
- Coordinates and directs special projects and campaigns as needed.

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**CHIEF MECHANIC BUS BODY**

11.2025



- Works with stores personnel to ensure adequate materials and supplies are available for ongoing and scheduled work.
- Maintains a clean and safe work environment; enforces safe housekeeping practices.
- Assists in developing and monitoring key performance indicators to support departmental goals.
- Communicates regularly with management regarding fleet condition, personnel status, and factors affecting productivity or goal attainment.
- Collaborates with the Bus Operations Department to provide maintenance support during emergencies or equipment failures, ensuring safety and minimizing service disruption.
- Interprets and enforces District rules, regulations, and policies.
- Refers complex issues to the Fleet and Facilities Manager with recommended actions.
- Establishes and maintains effective working relationships with District employees, customers, vendors, and others, using principles of excellent customer service.
- Performs other related duties as assigned.
- 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 maintenance management. State and federal regulations that pertain to transit bus and commercial vehicle fleets in the areas of inspection and maintenance, procurement, and recordkeeping. Computerized enterprise asset and maintenance management systems. District policies and labor agreement (MOU) provisions. Occupational health and safety rules and working practices applicable to this position.

**Skills or Ability to:** Manage performance of staff and maintain motivation and satisfactory employee relations in a unionized labor environment. Manage technical aspects of transit bus inspection, maintenance, and repair. Communicate clearly and effectively both orally and in writing. Prepare detailed reports regarding maintenance activities and equipment status. Prepare and review work orders, asset records, inventory and labor tracking in computerized asset management system (IBM Maximo). Exercise sound analyses, judgement and/or recommendations to technical and operational problems. Interpret and enforce District policies and labor agreement (MOU) provisions. Facilitate and document minutes of the meeting. Perform computerized data entry and basic business office technology functions such as email, spreadsheet lists, and word processing.



## Minimum Qualifications

**Education and/or Experience:** Completed four-year journey-level apprenticeship and five years' journey-level trade experience, or an approved equivalent combination of training and position related experience. Degree, certificate or significant coursework in business administration, management or closely related field is highly desirable. Previous supervisory experience is desirable.

**Required License:** Must possess and maintain a current, valid California driver's license and satisfactory driving record. No more than two moving violations within the last 3 years of posting. No DUI's or Reckless Driving violations within the last 7 years on the current DMV print-out. Operates District vehicles on a regular basis.

**Physical Requirement:** Occasionally lift up to 100 pounds maximum with assistance; frequently lift, carry and manipulate up to 50 pounds. Frequent bending and kneeling and occasional climbing on 12-foot ladders and/or scaffolding. Working inside and outside in all weather conditions. Work around fumes, odors, and dust in an occasionally high noise level environment with appropriate personal protective equipment.