



JOB TITLE:	<b>CHIEF MECHANIC</b>	DIVISION:	<b>BUS</b>
REPORTS TO:	<b>SUPERINTENDENT, FLEET &amp; FACILITIES</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 direction, may perform any or all of the following; plans work, assigns work, supervises, trains and assists Mechanics, Mechanic Leader/Trainer, Leads, and Bus Servicers to complete work assignments. Prepares work orders, enters maintenance data into computerized asset management system, assures security of storeroom and District property, provides dispatchers with maintenance assistance and service calls, advises Storekeeper of part shortages and anticipated needs. Documents and recommends disciplinary action as required.

### Essential Responsibilities

- Plans, supervises and participates in work assignments for all employees supervised
- Evaluates job performance and knowledge, skills and abilities (KSA) of all employees being supervised
- Provides training, mentoring and feedback to personnel
- Issues 2nd level of progressive discipline, counseling, and written letters of reprimand to employees supervised. This position will not be responsible for administering discipline at subsequent levels
- Interprets and enforces District rules, regulations, and policies
- Assures proper completion of job assignments with minimum expense and maximum productivity
- Certifies records of work in progress and completed, including time reports, material requisitions, maintenance records and equipment counts when required
- Collaborates closely with supervisors of oncoming and off going shifts to assure maximum daily productivity and continuity of work
- Monitors employee attendance and adherence to arrival, break and departure times
- Assures security and safety of premises and work. Assures security of Storeroom and all material in absence of Stores personnel
- Assists in developing and performs ongoing monitoring of key performance measures to ensure departmental goals are consistently achieved
- Performs quality control inspections to ensure all repairs meet or exceed regulatory requirements and internal safety and reliability standards



- Administers and ensures satisfactory performance of vehicle and equipment preventive maintenance programs
- Supervises and assists in mechanical and service work underway at other divisions
- Keeps Maintenance Superintendent and/or Maintenance Office advised of problems affecting work on premises
- Assists dispatcher with mechanical problems of equipment in service and sends mechanics and/or tow trucks when necessary
- Opens and closes work orders and enters all pertinent information in computerized asset management system
- Ensures that employees under his or her supervision follow established safe work practices and obey all safety rules
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service
- Performs additional 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 and equipment maintenance. 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. Organize and schedule Bus Maintenance programs in a cost effective and timely manner. Communicate clearly and effectively both orally and in writing. Troubleshoot, diagnose and repair District equipment. 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 mechanic experience, or an approved equivalent combination of training and position related experience. Previous supervisory experience is desirable.

**Required License:** Must possess and maintain a current, valid California Class B driver's license with "P" endorsement and satisfactory driving record. No DUIs or reckless driving infractions within the last 7 years. No more than two moving violations within the last 3 years.

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

### Required Tools:

Must have a full set of journey level hand tools to accomplish assigned work.

### Hours:

- Shifts are scheduled based on seniority in classification.
- Maintenance Department operates 7 days per week, 24 hours per day.
- Must be available to work all shifts.