



JOB TITLE:	DIRECTOR OF BUS MAINTENANCE	DIVISION:	BUS
REPORTS TO:	DEPUTY GENERAL MANAGER – BUS	EEO CATEGORY:	01 - EXECUTIVE
FLSA:	EXEMPT	SAFETY-SENSITIVE:	YES
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN RAFAEL

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 the general direction of the Deputy General Manager-Bus Transit Division, the Director of Maintenance plans, organizes, and directs all activities, procurement, and capital replacement programs for a dynamic and fast-paced 24/7 maintenance department employing a staff of approximately eighty (80) skilled crafts persons and administrative support personnel. The Director’s scope of responsibility includes approximately 185 fixed route vehicles (urban bus and commuter coaches) and 15 cutaways, as well as four operating divisions, a transit center, bus shelters and signage, ancillary, support vehicles and equipment. During emergencies, this position is subject to 24-hour, on-call responsibilities.

Essential Responsibilities

- Ensures that all vehicles are maintained in accordance with the standards set forth by 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 in compliance with state and federal environmental protection standards, regulations and permitting requirements
- Develops and implements short- and long-term capital improvement plans
- Coordinates and oversees work performed by third party vendors and contractors
- Develops and administers departmental operating and capital budgets
- Monitors and ensures satisfactory budget performance and cost control
- Develops and administers departmental rules, regulations and policies
- Negotiates and administers 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 contract 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
- Primary agency liaison to state and federal regulatory and/or governmental agencies
- Agency liaison to trade associations such the California Transit Association (CTA) and the American Public Transit Association (APTA)
- Knows and follows the safety and health rules and safe working practices applicable to his or her job
- 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, facilities, and equipment asset management
- State and federal regulations pertaining to transit bus and commercial vehicle fleets in the areas of inspection and maintenance, procurement, recordkeeping, occupational health and safety and environmental protection
- Computerized enterprise asset and maintenance management systems
- Common business office technologies and software

Ability to:

- Manage staff performance and maintain motivation and satisfactory employee relations in a unionized labor environment
- Effectively craft and articulate a strategic, long term vision for the department
- 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
- Apply modern management techniques to achieve efficient and effective utilization of resources
- Take initiative and use sound independent judgment within established guidelines
- Communicate clearly and effectively both orally and in writing
- Collaborate effectively with various and diverse functional departments within the District

Skilled in:

- Effective leadership principles and practices
- Transit asset management theories, principles, and practices
- 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 third party contractors



Minimum Qualifications

Education and/or Experience:

- Bachelor's degree in Business or Public Administration or closely related field. *Qualifying experience may be substituted on a year-for-year basis in lieu of education.* A written statement detailing qualifying experience must be submitted with the application.
- Five years of position-related experience in public transit or a closely related industry.
- Experience in a Federal Transit Administration (FTA) regulated environment is desirable.
- Experience with advanced technology hybrid and zero emission vehicle propulsion systems is desirable.

Required License: 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.

Physical Requirement: 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 which 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.