

JOB TITLE:	CHIEF MECHANIC BUILDING & MAINTENANCE	DIVISION:	BUS
REPORTS TO:	FLEET & FACILITIES MANAGER	EEO CATEGORY:	07 - SKILLED
+FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	YES
CLASSIFICATION:	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 Fleet and Facilities Manager, this position is responsible for planning, assigning, supervising, training, and assisting mechanics in the routine preventive maintenance, inspection, diagnosis, and repair of structural, mechanical, and electrical systems at Bus Transit facilities. This includes overseeing shop equipment, automated fueling systems, revenue fare collection equipment, passenger amenities, and signage.

The Chief Mechanic Building & Maintenance is a working position that combines the duties of the Mechanic Building & Maintenance classification with skilled supervisory responsibilities. These include supervising work crews, scheduling tasks, managing projects, and providing training and mentorship to subordinate employees. Additionally, the position is accountable for generating detailed written and electronic reports on facility and equipment conditions, documenting maintenance and repairs performed, and outlining ongoing maintenance needs.

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 timecards, 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.



- 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
- Schedules facilities and equipment routine maintenance and ensures all inspections and preventive maintenance activities are performed on time and in a timely and satisfactory manner
- Monitors condition of facilities, passenger terminals and equipment. Directs preventive and corrective maintenance activities to maximize asset life and minimize maintenance expenditures
- Coordinates and directs special projects and campaigns as required
- Coordinates with stores personnel to ensure adequate materials and supplies are available to complete ongoing and scheduled work
- Responsible for cleaning and safe housekeeping in work areas
- Ensures that occupational health and safety practices and procedures are strictly followed
- Refers any problems to Fleet and Facilities Manager, recommending action required
- Opens and closes work orders in Maximo and enters all pertinent information
- Performs other computerized recordkeeping as required
- Inspects, maintains and repairs all facilities mechanical systems including, but not limited to, bus washers, HVAC systems, electrical systems, lighting, plumbing, automatic and roll-up doors, waste oil and wastewater systems
- Inspects, maintains and repairs shop equipment such as air compressors, generators, welders, fuel and lube oil delivery systems, hydraulic jacks and lifts, steam cleaners, pressure washers and pneumatic tools and other miscellaneous equipment.
- Performs additional related duties as assigned
- Regular and reliable attendance and performance are required

Required Knowledge, Skills and Abilities

Knowledge of:

- Industrial hygiene and safety practices concerning hazard communication, personal protective equipment, fall protection, confined spaces, and lock-out/tag-out procedures.
- Arc and gas welding principles and practices.
- Theory and practices of industrial electrical systems, including three-phase high voltage circuits, low voltage control systems, and industrial lighting systems.
- Theory and practices of industrial hydraulic and pneumatic systems.
- Industrial plumbing and pipefitting theory and practice.
- Theory and practice of commercial heating, ventilation, and air conditioning systems.
- Preparation for and application of paints and other protective coatings.
- Common masonry theory and practice.
- District policies and labor agreement (MOU) provisions.
- Occupational health and safety rules and working practices applicable to this position.



Skills or Ability to:

- Manage staff performance and maintain motivation and satisfactory employee relations in a unionized labor environment.
- Manage technical aspects of 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 a computerized asset management system (IBM Maximo).
- Exercise sound analyses, judgment, and/or recommendations for technical and operational problems.
- Interpret and enforce District policies and labor agreement (MOU) provisions. Facilitate and document minutes of the meeting.
- Read and interpret blueprints, layouts, schematics, and diagrams.
- Read, understand, and apply complex repair instructions contained in technical publications.
- Perform systematic diagnostic procedures on electrical, hydraulic, pneumatic, and mechanical systems. Prepare basic job estimates and draw simple work plans.
- Carry out assignments relating to many different trades or professions.
- Work alone and with little or no direct supervision.
- Use of hand and power tools commonly used in industrial maintenance operations.
- Use of common test, measurement, and diagnostic equipment used in industrial maintenance operations. Perform computerized data entry and basic business office technology functions such as the use of IBM Maximo, email, spreadsheet lists, and word processing.

Minimum Qualifications

Education and/or Experience: Four-year apprenticeship or equivalent in industrial maintenance, mechanical, electrical, plumbing or related trade required. Position related experience may be substituted on a year per year basis.

Required License: Must possess and maintain a current, valid California driver's license 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. Operates District vehicles on a regular basis.

Required Tools: Must have a full set of hand tools to accomplish assigned work. Personal electronic test meters preferred

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. Ability to travel to District facilities, bus stops, and shelters. Must be able to work at heights of 20 feet plus, using ladders and lifts. Work outside in all weather conditions. Works around fumes, odors, and dust in an occasionally high-noise environment with appropriate personal protective equipment.