

JOB OPENING ANNOUNCEMENT

Apply On-line at <https://www.samtrans.com/jobs>

Employment Hotline 650-508-6308

January 13, 2023

TITLE: Supervisor, Utility Maintenance
EMPLOYMENT TYPE: Non-Exempt (Full Time)
DIVISION: Bus Maintenance
PAY RANGE: \$31.02 - \$ 45.74/hour (In accordance to CBA)
APPLICATION DEADLINE: **Sunday, February 5, 2023**
WORK LOCATION: San Carlos, CA

JOB SUMMARY: The Utility Maintenance Supervisor reports to the Assistant Manager, Bus Maintenance and is responsible for overseeing the safe cleaning and servicing of all transit vehicles and operating facilities for the San Mateo County Transit District (SamTrans).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Plan and schedule work for Utility Workers.
- Supervise the daily fueling, servicing and cleaning of all Transit vehicles and related equipment.
- Participate in the recruitment of Utility Workers by interviewing, selecting, orienting, training and mentoring new employees.
- Instruct employees in the proper and safe work methods and procedures.
- Maintain records of employee assignment, daily vehicle servicing, and cleaning activities.
- Oversee the use and maintenance of the bus washer and fuel island equipment.
- Ensure safety regulations, HAZMAT requirements, and perform safety briefings with personnel to ensure safe, secure, healthy and productive work environment.

EXAMPLES OF DUTIES:

- Managing inventory by ordering, receiving, storing and issuing materials, supplies, and equipment necessary for servicing and cleaning transit vehicles.
- Issue work assignments, monitor and evaluate employee work standards and performance.
- Ensure emergency equipment is operational.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Works under the direction of Assistant Manager, Bus Maintenance who establishes goals and objectives, monitors and evaluates performance.

MINIMUM QUALIFICATIONS:

Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- High school graduate or GED equivalent.
- Two (2) years of experience in the daily servicing and cleaning of transit equipment.
- One (1) year of lead or supervisory experience.

PREFERRED QUALIFICATIONS:

- Effective written and oral communication skills.
- Must possess a valid Class “C” California driver’s license with a good driving record at the time of application.
- Must be able to obtain and present a Class “B” Commercial Driving Permit (with Passenger Transport Endorsement and Air Brakes) on the first day of employment.
- Must be able to work in all weather conditions, evenings, weekends, and holidays as required.

SELECTION PROCESS MAY INCLUDE:

The selection process may include a written and skills test assessments or supplemental questions and will require a panel interview. Only those candidates who are most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

This is a safety sensitive position. As part of the pre-employment process, you are required to successfully complete a medical, drug/alcohol, DMV, and a background investigation.

CURRENT EMPLOYMENT BENEFITS:

For additional information on SamTrans benefits, please visit, <https://www.samtrans.com/about-samtrans/jobs>

Holidays : Seven (7) paid holidays, plus up to four (4) floating holidays per year

Paid Time Off : Up to 21 days (PTO) per year

Cafeteria Plans : Medical, dental, vision care, group life insurance and more

Transportation : Free Bus Transportation for employees and qualified dependents

Pension : Social Security and California Public Employees Retirement Systems (CalPERS)

- Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
- New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

HOW TO APPLY:

- To apply, please visit the www.samtrans.com/about-samtrans/jobs. Complete an online employment application by **11:59 pm on Sunday, February 5, 2023**. A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308 or email written request to recruitment@samtrans.com.
- SamTrans celebrates diversity and is committed to creating an inclusive and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.