

JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

February 3, 2023

TITLE: Deputy Director, Bus Maintenance
EMPLOYMENT TYPE: Exempt (Full Time)
DIVISION: Maintenance
PAY RANGE: \$2,866.57 - \$4,299.84 weekly (\$149,062 - \$223,592 estimated annual)
APPLICATION DEADLINE: **Sunday, March 5, 2023**
WORK LOCATION: South San Francisco

JOB SUMMARY: The Deputy Director, Bus Maintenance will report to the Director, Bus Maintenance to assist in the development and establish the deployment strategy for all program activities for the District's transition, operations, and maintenance of its zero-emission fleet. The Deputy Director will work across many of the District's departments engaging key stakeholders that play critical roles in supporting the department including but not limited to the integration of zero-emission technologies and engage partners across the region.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Responsible for deploying all program activities for the District's transition, operations, and maintenance of zero-emission fleet.
- Provide support as a technical subject matter expert and resource for Bus Maintenance Operations and the District's enterprise-wide Zero-Emission Fleet (ZEF) programs, initiatives, emerging technologies.
- Provide extensive, in-depth, and specialized analysis, reporting, operational training, and ongoing procedural improvements related to emerging zero-emission technologies, regulations, workforce development, and workforce safety.
- Responsible for providing the necessary planning oversight and administrative accountabilities.
- Work with all internal and external stakeholders to support the District's transition to Zero-Emission.
- Supervise staff. Hire, mentor and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

EXAMPLES OF DUTIES:

- Assist the Director on the development and implementation of goals, objective, training, procedures, and work standards for the zero-emission fleet (ZEF) Program.
- Assist the Director in planning and managing projects to support the District's ZEF fleet transition by ensuring that services and projects are accomplished efficiently, effectively and within the established timelines; evaluate issues, provide solutions, and implement corrective action as necessary.
- Monitor and evaluate day-to-day operations related to the agency's ZEF programs and initiatives to ensure adherence to policies and procedures, and that goals and objectives are met as outlined in the program.
- Provide technical subject matter expertise for District's Zero-Emission Fleet Program in the development and implementation of industry best practices, training, safety, and workforce transition programs.
- Prepare technical specification documents for ZEF Program related procurements.
- Interpret and ensure compliance with current and emerging federal, state, and local regulations.
- Ensure that ZEF Programs are accomplished efficiently, effectively, and within established timelines; evaluate issues, provide solutions, and implement corrective action as necessary.
- Develop systems and maintain records that provide for the proper evaluation, control, and documentation of assigned activities; prepare a variety of written correspondence, reports, agenda items, procedures, directives, and other materials; make Board presentations, as required.

- Support the District's Safety Management Systems (SMS) process by following safety and security policies, considering safety in every action and reporting safety and security concerns.
- 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 general supervision of the Director, Bus Maintenance who establishes goals and objectives and evaluates performance

MINIMUM QUALIFICATIONS: Sufficient experience, training and/or education to demonstrate the knowledge and ability to successfully perform the essential functions of the position. In lieu of a degree, work-related experience that demonstrates the skills and experience necessary to perform this role will be accepted. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in Transportation Management, Public Administration, Business Administration, Engineering or other related field.
- Six (6) years of experience in a heavy-duty vehicle maintenance facility, fleet maintenance, or closely related field.
- Three (3) years of staff managerial experience in heavy-duty vehicle maintenance or closely related field. Minimum time requirement must have been performed within a Union work environment. Strong understanding and interpretation of Collective Bargaining Agreements required.
- Journey-level mechanic experience or certified equivalent.

PREFERRED QUALIFICATIONS:

- Knowledge of program administration and evaluation, including goal setting, and scheduling.
- Ability to develop objectives, work planning and organization, budgeting, purchasing, and contractor management; theories, principles and operational practices relevant to ZEF Program.
- Knowledge of resources to support labor relations, program services, applicable laws, rules, ordinances, and regulations relevant to transit industry maintenance and/or ZEF Program. Demonstrate ability to work effectively with regulatory agencies at federal, state, and local agencies (e.g., California Air Resources Board).
- Strong verbal and writing skills in preparing policies, technical SOPs, procedures, presentations, correspondence and other written materials.
- Ability to analyze, interpret, summarize, and present administrative and technical information and data in an effective manner. Ability to conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff report.
- Strong business knowledge or advanced understanding of the transit and support of business objectives by developing integrated communication strategies and tactics.
- High level of analytical and creative skills and the ability to find solutions to complex interpersonal, professional, technical and administrative problems.
- Advanced interpersonal skills and the ability to effectively interact with all levels of employees, and all internal and external stakeholders. A self-starter responsive to organizational needs, committed to excellence and continual employee development.

SELECTION PROCESS MAY INCLUDE:

The selection process may consist of an evaluation of the applicant's qualifications, panel interview, and/or internal Department interviews. Upon completion of the selection process, an offer of employment may be conditionally based upon the successful completion of employment and education verification and criminal background check. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

BENEFITS:

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

Holidays : Seven paid holidays, plus up to four floating holidays per year

Paid Time Off : Up to 26 days (PTO) per year

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

Transportation : Free Bus Transportation for employees and qualified dependents

Work Location : Select positions are eligible to work remote up to 50% of the time

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/jobs. Complete an online employment application by 11:59 pm on **Sunday, March 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.