

JOB OPENING ANNOUNCEMENT

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

Employment Hotline 650-508-6308

October 13, 2023

TITLE: Assistant Manager, Bus Maintenance
EMPLOYMENT TYPE: Exempt (Safety-Sensitive Position)
DIVISION: Bus (Maintenance)
APPLICATION DEADLINE: Sunday, November 5, 2023
PAY RANGE: \$2,117.09 - \$3,175.65 weekly (\$110,089 - \$165,134 estimated annual)
WORK LOCATION: San Carlos

JOB SUMMARY: The Assistant Manager, Bus Maintenance reports to the Manager, Bus Maintenance and is responsible for oversight of the maintenance, repair service, and preventive maintenance programs for transit (revenue) and service support (non-revenue) vehicles and for the issuance of materials, supplies and equipment necessary for that purpose.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Oversee the maintenance, repair, servicing, and preventive maintenance programs of transit (revenue) and service support (non-revenue) vehicles and for the issuance of materials, supplies and equipment necessary for that purpose.
- Ensure compliance with local, state, and federal regulations, and established safety practices and programs for vehicle maintenance.
- Assist the Manager with problem-solving techniques and implementation of solutions, in establishing work assignments and shifts to meet service needs in an efficient and cost-effective manner, and other duties needed to accomplish departmental goals and objectives.
- Organize, coordinate, monitor, and evaluate the preventative maintenance inspection program activities.
- Analyze inspection and repair data, provide recommendations for changes, enhancements and/or deletions to the preventative maintenance program.
- Manage the hazardous material(s) program.
- Supervise staff. Hire, mentor and take appropriate corrective and/or disciplinary action. Ensure EEO and affirmative action policies and procedures are followed. Participate in selection, coordinate staff training and professional development, establish performance objectives, monitor, and evaluate employee performance.

EXAMPLE OF DUTIES:

- Assist in the preparation of annual capital and operating budget submissions and monitors for compliance.
- Utilize EAM system software to create Work Orders, perform searches, verify fleet mileage, and analyze maintenance history, sub-fleet trends, and Preventative Maintenance cycles.
- Perform data input duties such as employee hours for payroll, fuel mileage, and hubometer corrections.
- Request and track facility repairs and upgrades through completion. Coordinate vendors work activities to minimize base operation interruptions.
- Investigate and draft technical and campaign bulletins, perform demand analyses and assist in the development of technical specifications for shop equipment.

- Coordinate and direct maintenance employees in proper work methods and procedures and evaluate performance. Manages maintenance employees consistent with the provisions of the Collective Bargaining Agreements.
- Evaluate job performance of staff which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.
- 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 Manager, 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:

- High school diploma or GED (bachelor's degree in public or business administration from an accredited college or university preferred).
- ASE master heavy-duty technician certification.
- 608 and 609 Certifications for Air Conditioning.
- Eight (8) years of experience in heavy-duty vehicle maintenance.
- Two (2) years of experience supervising heavy-duty vehicle mechanics.

PREFERRED QUALIFICATIONS

- Experience supervising or managing in a union environment and working with Collective Bargaining Agreement(s).
- Effective oral and written communication skills.
- Proficient Computer skills (Excel, Word).

SELECTION PROCESS:

The process may include a written and skills test assessments or supplemental questions and will require a panel interview. Only those candidates who are the 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 a 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 further Benefits details please go to: <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 26 days per year
Cafeteria Plan:	Medical, dental, vision care, group life insurance, and more
Transportation:	Free bus transportation for employees and qualified dependents
Retirement:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none"> ○ 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 <https://www.samtrans.com/about-samtrans/jobs>. Complete an online employment application and supplemental questionnaire by 11:59 pm on **Sunday, November 5, 2023**. A resume will not be accepted in lieu of the application and supplemental questionnaire (If required). Incomplete application 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.