

# JOB OPENING ANNOUNCEMENT

Apply On-line at <https://www.samtrans.com/jobs>  
Employment Hotline 650-508-6308

February 2, 2024

## IN-HOUSE IBT1 PREFERENCE

**TITLE:** Maintenance Instructor  
**EMPLOYMENT TYPE:** Non-Exempt (Safety-Sensitive Position)  
**DIVISION:** Operations, Engineering & Construction – Transit Operations Training  
**APPLICATION DEADLINE:** Thursday February 8, 2024  
**PAY RANGE:** \$31.85 - \$47.78 hourly (\$66, 255 - \$99, 382 estimated annual)  
**WORK LOCATION:** South San Francisco/San Carlos  
**WORK SCHEDULE:** Full Time - Evening, night and weekend work sometimes required

**JOB SUMMARY:** The Maintenance Instructor is responsible for all the classroom and on-the-job training activities relating to current bus maintenance for the San Mateo County Transit District (SamTrans), Caltrain, and the San Mateo County Transportation Authority (TA).

## EXAMPLES OF ESSENTIAL FUNCTIONS:

- Develops classroom on-the-job training and exit examinations relating to SamTrans Core Maintenance Training Curriculum: Shop Safety and PM Procedures, Core Repair Skills, Air Brake Systems, HVAC Systems, Basic Electrical Systems, Multiplex and Charging Systems, Diesel Engine Electronic Controls, Diesel Engine Tune-up and Troubleshooting, Light Duty (hydraulic) Brake Systems, Vehicle Subsystems, HD Steering Hydraulic Systems, and Suspension Systems, Automatic Transmission, ACS Diagnostics & Repair, Fare Collection Equipment, Hybrid Drive Systems, Battery Electric Drive Systems and Fuel Cell Battery Electric Bus Systems, Camera System Maintenance & Repair, Medium Duty Gasoline Engines.
- Serves as one of the principal instructors. Oversees and evaluates vendor provided training activities.
- Oversees on-the-job training activities, mentors, coaches, guides, and directs progressive maintenance training. Maintains written and electronic records and performs proficient evaluations.
- Collaborates in the development and implementation of testing programs for bus maintenance personnel.
- Develops and implements all maintenance safety training programs in collaboration with the Safety Department and management. Certifies that District employees meet established requirements for Forklift Operation, Hazardous Materials First Responder, First Aid, CPR, and AED Training.
- Oversees the District's maintenance training programs.

## EXAMPLE OF DUTIES:

- Stays current with new developments in the field of Training and Adult Learning Strategies. Assesses the effectiveness of in-house training programs and recommends program upgrades with presented examples.
- Conducts skills gap assessments. Develops a comprehensive training curriculum for all mechanic classifications, including Utility Workers, and updates annually based on current technologies.
- Stays current with new technologies as they pertain to District fleets.
- Collaborates on all maintenance programs regarding quality assurance, makes recommendations where necessary to ensure the quality of the workforce training programs, and works with appropriate maintenance

management staff to ascertain requirements and changes within industry best practices.

- Helps Plan, organize, and execute the SamTrans Maintenance Rodeo and competition teams. Mentors and coaches the maintenance team at the regional and international competition.
- Assumes the duties of Chair and/or Secretary of the joint Labor-Management Maintenance Training Committee.
- Ensure core curricula follows all regulatory and safety requirements and practices.
- Develops and implements training programs for newly hired employees.
- Performs all job duties and responsibilities in a safe manner to protect self, fellow employees, and the public from injury or harm. Promotes safety awareness and follows safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

**SUPERVISION:** Works under the general supervision of the Deputy 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:

- High School Diploma or equivalent
- Six (6) years of related experience
- Sufficient education, training, and experience to demonstrate the knowledge and ability to successfully perform the essential functions and duties of the position. Development of the required knowledge and abilities is typically obtained through but not limited to: Sufficient progressive full-time experience as an automotive/truck diagnostic technician, repair technician, or instructor, assessing and training others in a classroom or shop environment is required, or a combination of education and experience demonstrating the ability to successfully perform the essential functions and duties of the position. Experience with powertrain electronic controls, on-board Hi-Voltage systems, on-board Hi-pressure systems, ABS, HVAC, and PLC systems is required. Strong oral and written communications skills. Knowledge of word processing and spreadsheet programs. Must be able to obtain Class B driver's license with air brake and passenger endorsements.
- Demonstrated in journey level mechanic experience showing knowledge, expertise and ability to troubleshoot advanced systems and make repairs.

### **PREFERRED QUALIFICATIONS**

- Zero emission technology including battery electric and hydrogen fuel cell.
- Experience in conducting skills and needs assessment surveys desired.

### **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:**

**San Mateo County Transit District, 1250 San Carlos Ave., San Carlos, CA 94070-1306**

---

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 21 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)

- 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/jobs>. Complete an online employment application by **11:59 p.m. on Thursday, February 8, 2024**. 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](mailto: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.