

Intercity Transit

JOB TITLE: Maintenance Supervisor

BAND	GRADE	SUBGRADE
C	4	2
DEPARTMENT: Maintenance	DIVISION:	FLSA STATUS: Exempt
SUPERVISION RECEIVED FROM: Fleet and Facilities Maintenance Director	SUPERVISION EXERCISED OVER: Auto Technician Coach Technician Support Specialist Service Worker Vehicle Detailer Facilities Technician Facilities Specialist	PAY GRADE: C42
SUMMARY: Supervises, plans, organizes, trains, mentors, and monitors fleet and facility cleaning, and complex mechanical, electrical and computerized repair activities for all agency vehicles, facilities and equipment. Position is responsible for ensuring servicing and repairs meet manufacturer, Department of Transportation and Federal guidelines/regulations and recommended practices; plans, organizes and supervises the maintenance and repairs of all facilities, grounds, park and ride lots, bus shelters, and bus stops in service area, as well as the Agency's fleet; assists with compliance of State, Federal and local environmental and facility safety programs; assists in the development of short and long term fleet and facilities goals and work programs; and assists in budget development.		
DISTINGUISHING CHARACTERISTICS: Supervises semi-skilled and skilled fleet and facilities staff and the daily operations of a fleet and facilities maintenance shop. This position performs complex, professional maintenance related activities. The position reports to the Director of Fleet and Facilities Maintenance.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring employees follow policies and procedures; assists in making hiring, termination, and disciplinary decisions and recommendations. Performs random quality assurance inspections. Confers with staff regarding proper safety procedures, maintenance techniques, new or revised policies and procedures, and counsels/takes corrective action when necessary. Trains, coaches and mentors employees.	Daily 25% (B3)

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
2.	Determines and allocates labor and equipment resources and supervises all maintenance activities to assure work is performed efficiently and according to appropriate guidelines, procedures and regulations, on all Agency assets. Utilizes computer programs and maintenance databases for tracking work requests, labor, materials and preventive maintenance schedules. Develops programs and campaigns and conducts cost analysis for maintenance activities; sets maintenance standards; monitors operations by conducting periodic equipment audits; and monitors all technical reports. Assists with the researching, planning, coordinating and monitoring of special projects.	Daily 25% (C4)
3.	Supervises activities involved in the requisition of vehicles, facilities and equipment as well as parts, materials, components, technical equipment, fuels and lubricants for the repair and maintenance of all Agency vehicles, equipment, buildings, bus shelters and bus stops. Assists in the preparation of technical specifications and in the contractor bidding and award process.	Weekly 10% (C4)
4.	Conducts research on vehicle and/or facility maintenance problems or failures; defines problems, collects and analyzes data, and draws conclusions to facilitate repair and resolve problems.	Weekly 5% (C4)
5.	Develops and maintains technical resources library. Coordinates and tracks ASE certifications. Maintains up to date training records. Assists in developing and supporting local community colleges technical programs. Maintains and updates HAZCOM program; maintains Material Safety Data Sheets (MSDS) and chemical database of chemicals used by the Agency and reviews purchases of chemicals for environmental impact. Prepares and submits annual related reports as required with State and Federal policies.	Monthly 10% (C4)
6.	Ensures that Agency standards of safety and security are met by monitoring alarms, reviewing fleet and facility operations and equipment for adherence to Agency policies and local, State and Federal rules and regulations. Participates in Labor and Industries and Fire Department site inspections and reviews.	Monthly 5%
7.	Assists in coordination of contingency plans and adapts operations for unexpected weather conditions, equipment failures, and emergency situations. Responds to fleet, facility and emergency situations on a 24 hour/7 day a week basis.	Quarterly 10% (C4)

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8.	Investigates and responds to concerns and complaints ensuring that problems are resolved.	Occasionally 5% (B2)
9.	Represents the Agency in state and local transit groups such as WSTA Maintenance Committee.	Occasionally NB
10.	Performs other duties of a similar nature or level.	As Required
11.	Must meet time and attendance standards.	Always

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Knowledge (position requirements at entry):

- Supervisory principles and practices;
- Applicable Federal, State, and Local laws, rules, and environmental and safety regulations;
- Maintenance standards and procedures; mechanical systems, equipment, and tool operations.
- Technical writing principles;
- Report writing techniques;
- Effective employee communication methods;
- Effective training practices, assessment and evaluation tools.
- Budgeting principles;
- Project management principles;
- Building codes and fire and safety codes;
- Applicable chemical properties.

Skills (position requirements at entry):

- Effectively monitoring and evaluating subordinate staff;
- Classroom presentation;
- Ability to work varied and non-traditional hours and shifts;
- Conducting research and preparing reports;
- Maintaining logs and records;
- Handling multiple tasks simultaneously;
- Reading and interpreting technical drawings;
- Writing technical specifications;
- Conflict resolution techniques;
- Customer service principles;
- Communicating technical concepts to varied audiences;
- Basic risk management principles;
- Operate variety of office machines, computer hardware and software;
- Blood borne pathogens protocols; first aid/first responder, AED training;
- Testing and operating applicable vehicles, tools and equipment;
- Interpreting an extensive variety of technical instructions in mathematical or diagram form;
- Writing plans and procedures, and preparing reports;
- Completing regulatory reports;
- Reviewing the purchase of chemicals for environmental impact;
- Inspecting the work of contractors for adherence to specifications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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Training and Experience (position requirements at entry):

- Associates Degree in a related field.
- Five years of increasingly responsible maintenance experience and training.
- Journey Level maintenance experience preferred.
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Must be able to obtain within specified time frame:

- WA Class B Commercial Driver's License with Passenger Endorsement and Air Brake Restriction lifted;
- Forklift Certification;
- First Aid Certification.

Must submit to criminal background check the results of which must meet hiring criteria for the role.

Physical Requirements:

Positions in this class typically require: stooping, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, work space restrictions, intense noises and travel. May be subject to outdoor work environment with adverse conditions such as freezing temperatures or snow.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (LM)

Date: 8/05/04

Revised: 6/1/09 + background ✓'s; CDiRito

Revised: 9/16/2011 Comp Class Review: HR

Revised: 2/2014 Agency Reorg – Maintenance Director/Dept position eliminated; Maintenance & Facilities divisions moved to Operations Dept.; change in position direct report: to Maintenance Manager

Revised: 1/2016 to include additional training functions due to additional FTE in 2016 Budget. cd

Revised: 11/2017 FLG and SMH; added Facilities duties, updated/edited language.