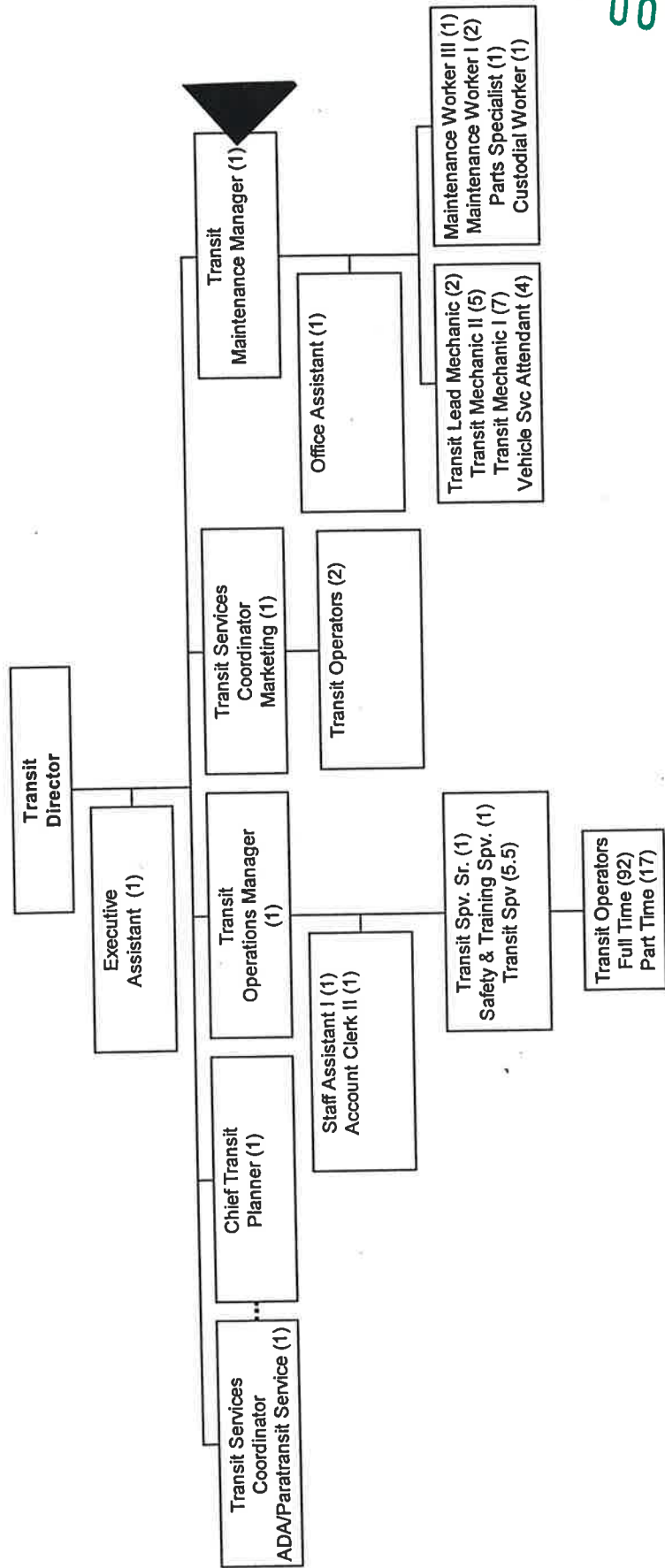
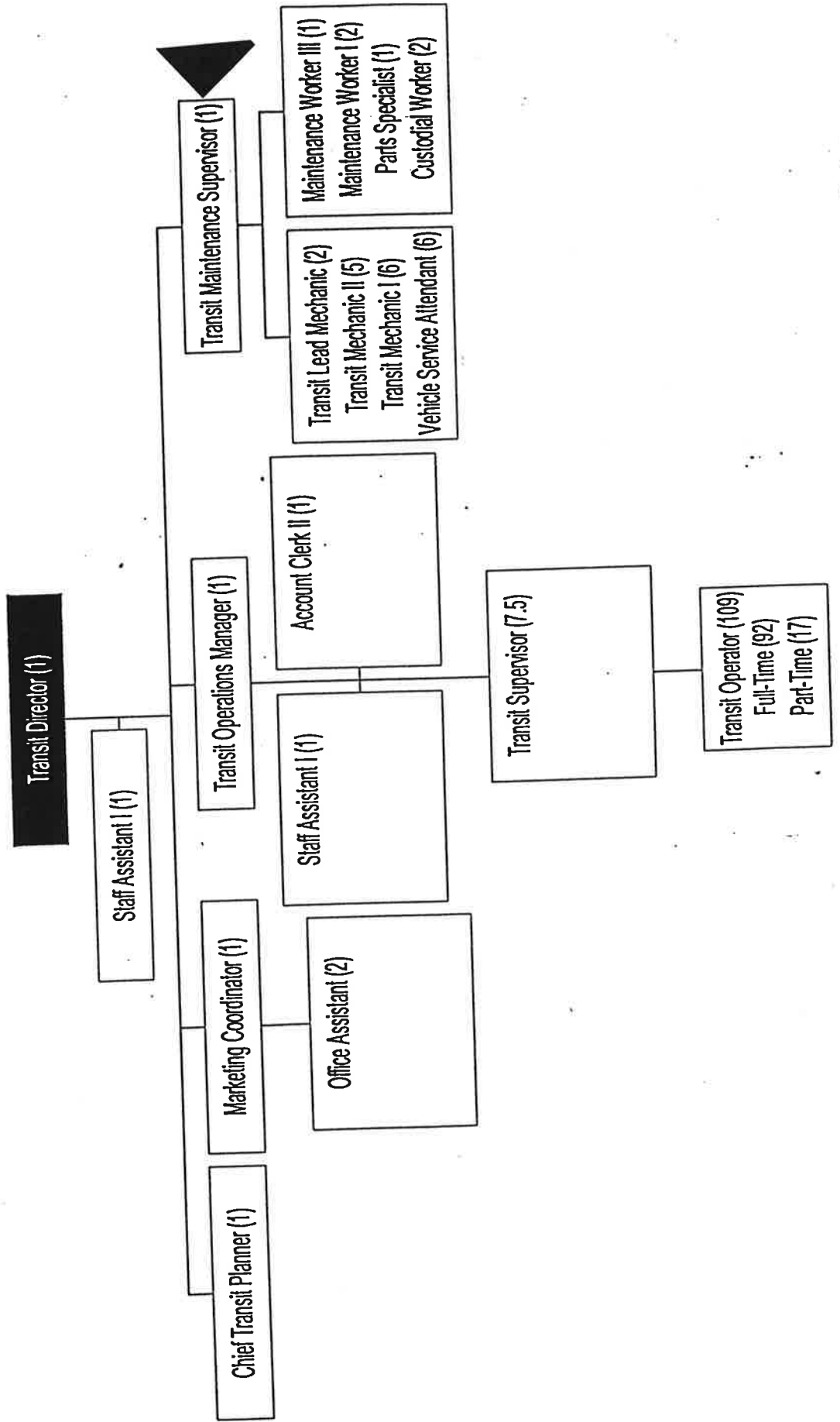


Regional Transit System Organization Chart - Proposed



000316--

Regional Transit System Organization Chart - Present



TRANSIT MAINTENANCE MANAGER SUPERVISOR

NATURE OF WORK

This is managerial and administrative supervisory work directing vehicle and facilities maintenance operations and repair in the City's Regional Transit System.

CLASSIFICATION STANDARDS

Positions allocated to this class report to a division manager and work under general supervision. Work in this class is distinguished from higher classes by its lack of overall division responsibility and from lower classes by its supervisory, administrative and technical duties.

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Plans, coordinates, assigns, and supervises work of transit maintenance personnel including mechanics and stores employees.

Prepares budget for maintenance operations.

Keeps labor, material and equipment records and prepares other related reports. Analyzes and evaluates work activities to determine cost, efficiency and compliance with established budgetary guidelines.

Assists in preparing specifications for RTS vehicles and equipment.

Assists, performs timely, fair and non-discriminatory evaluation of performance of employees under their supervision.

Responsible for RTS safety plan, maintenance plan, and maintenance policies and procedures.

Recommends and initiates discipline of employees in accordance with applicable bargaining agreements and City policies.

Prepares National Transit Database (NTD) Reports.

Reviews work orders, maintains inventory control, and prepares auto-part orders for processing.

Responsible for facilities maintenance.

Reviews and evaluates vehicle conditions and advises department heads of this evaluation.

Reviews subordinates' timecards. Approves overtime and leaves.

Prepares bids or Request For Purchases (RFPs) for maintenance procurements.

Recommends selection, promotion, discharge, and other appropriate personnel actions.

Assists in labor agreement negotiations.

Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Assists in the annual budget process.

May act in the absence of supervisor.

Involved in administration of labor agreements.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

High school or vocational school or possession of an acceptable equivalency diploma, and three years progressively responsible automotive/heavy equipment maintenance and repair experience, including one year in a lead mechanic or supervisory capacity; relevant Associates degree can be substituted for one year of the required equipment maintenance experience, or any equivalent combination of education and experience.

LICENSES/CERTIFICATES

CDL instructional permit required at time of appointment. CDL class "B" license required within six months of date of employment.

NOTES

None.

SELECTION FACTORS

Knowledge of methods, practices, tools, and equipment related to vehicle maintenance and repair.

Knowledge of principles and practices of effective administration and supervision.

Knowledge of parts inventory management and control.

Knowledge of occupational hazards and accident prevention methods in assigned area of responsibility.

Ability to plan, direct and supervise work of others.

Ability to keep records, prepare reports, and maintain files.

Ability to work effectively with coworkers and the general public.

Ability to communicate effectively, both orally and in writing.

Human Resources Department: _____ / _____

Date

** This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

REVISION DATE: 12/1/94; [REV - 04/14/00].