

TRANSIT MAINTENANCE GENERAL SUPERVISOR

CLASS DESCRIPTION

General Responsibilities:

This is responsible supervisory work in managing the daily operations of the Transit Maintenance Unit, both directly and through supervisors. This work involves directing and monitoring the activities of Maintenance Supervisors to assure that the maintenance and repair of transit vehicles (and associated technologies) occurs in accordance with general instructions and procedures established by the Transit Maintenance Manager. This work involves providing guidance, support, and oversight to designated staff, and in the administration of delegated programmatic activities. Work requires judgment and discretion in response to maintenance issues and staff management, with only unusual or more challenging issues/questions referred to the Transit Maintenance Manager for resolution. Work is performed under the general supervision of the Transit Maintenance Manager.

Examples of Duties and Responsibilities:

Plan, supervise, schedule, direct and control the activities of supervisors and employees engaged in the maintenance, cleaning, servicing, and repair of transit vehicles.

Investigate and resolve grievances, conduct misconduct hearings, determine and assess disciplinary actions.

Develop supervisory and leadership skills of Maintenance Supervisors.

Train apprentice mechanics and evaluate progress. Instruct new personnel in operating policies and procedures.

Maintain records and prepare reports. Participate in the maintenance of records regarding vehicle usage, preventive maintenance, warranties, and related activities.

Represent the Maintenance unit on internal and external committees involving such matters as City Special Events, Health and Safety, labor-management issues, etc.

Perform related work as required.

QUALIFICATIONS

Training and Experience:

Generally, positions in this classification will require:

Two years of directly related supervisory experience in the maintenance and repair of transit coaches or similar heavy equipment. Such experience would normally be gained after graduation from a technical program specializing in Automotive or Diesel engineering. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the work will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Knowledge, Skills and Abilities:

Thorough knowledge of materials, methods and techniques commonly used in transit vehicle maintenance, including tools and equipment used in the adjustment, repair, lubrication and cleaning of bus engines, chassis and electrical systems. Thorough knowledge of the theory and operation of diesel-powered internal combustion engines. Thorough knowledge of the principles and methods of preventative maintenance for mass transit equipment. Working knowledge of supervisory principles, practices and procedures. Working knowledge of the hazards related to the work and of methods of promoting appropriate safety programs and procedures. Working knowledge of and ability to use computer software applicable to the duties of the position (e.g., word processing, database and spreadsheet applications). Ability to plan, assign and supervise skilled and semi-skilled employees. Ability to diagnose and correct mechanical and electrical defects, and to determine the effectiveness and need for maintenance activities through inspection. Ability to use computerized standard maintenance information systems. Ability to establish and maintain effective working relationships. Ability to work effectively with multi-cultural populations. Ability to interpret and apply labor contract provisions. Ability to communicate effectively in oral and written forms, including writing clearly and legibly. Ability to maintain adequate attendance.

Necessary Special Qualifications:

Possession of a valid Class B Wisconsin Commercial Driver's License with the P endorsement upon appointment.

The selected candidate will be expected to pass a pre-employment physical.

Physical Requirements:

The incumbent will be expected to attend meetings and provide presentations outside the normal work schedule, including evenings and weekends. The incumbent will also be expected to respond to emergency situations which may require travel throughout the City on bus routes. Otherwise, work is performed in an office environment, but the incumbent will be expected to physically access all areas of the large Metro Transit facility.

Department/Division	Comp. Group	Range
Metro Transit	44	10

Approved: _____
Brad Wirtz
Human Resources Director

Date