

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone:

2. Class Title (i.e. payroll title):

3. Working Title (if any):

General Maintenance Supervisor

4. Name & Class of First-Line Supervisor:

Jeff Butler, Maintenance Manager

Work Phone: 266-4739

5. Department, Division & Section:

Metro Transit, Shop

6. Work Address:

1101 E. Washington Ave.

7. Hours/Week: 40

Start time: 8 am End time: 4 pm Variable suiting Tasks Assigned

8. Date of hire in this position:

n/a

9. From approximately what date has employee performed the work currently assigned:

n/a

-
10. Position Summary:

This is responsible supervisory work in managing the daily operations of the Transit Maintenance Unit, both directly and through supervisors. This work involves directing, monitoring and training of the Maintenance Supervisors and other Shop staff 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 position will work to advance Metro Transit's quality assurance and safety programs to meet quality standards. This position will also develop an apprenticeship program to build and advance employee development. 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.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 40% **A. Establish Metro Transit's Electric Vehicle Maintenance and Training Program**
1. Create a training and safety program on all electric vehicle maintenance.
 2. Put together an all-electric vehicle maintenance preventative maintenance program.
 3. Assist Mechanics with troubleshooting all electric and Hybrid vehicles.
 4. Track efficiencies of vehicles and report out to Maintenance Manager.
 5. Track reliability and report out.
- 15% **B. Establish a Safety Training Program for Shop Employees**
1. Create a standard operating procedure safety manual to address various Shop issues, (safe use of tools, forklifts, lifting precautions, vehicle electric systems, including e - vehicle Hybrid, diesel and transit vehicles.
 2. Establish a Safety team comprised of a group of Shop employees to put together a safety manual and related trainings.
 3. Train the safety team on safety protocol and guide the team as they implement trainings on the floor.
 4. Report safety updates quarterly as it relates to Shop accidents that results in time loss to the Maintenance Manager.
- 15% **C. Establish a Quality Assurance Program**
1. Research time labor standards to assess Mechanics performance.
 2. Enter time standards in Transit Maintenance Fleet software program.
 3. Monitor daily reports on job status, timeliness and quality.
 4. Communicate performance with Mechanics and address deficiencies.
 5. Review monthly reports and provide analysis and presentation of results.
 6. Perform Q&A spot checks on vehicles after Mechanic completes the job.
 7. Communicate with daily shift Supervisors Q&A results for continuous improvement. Set up workplace efficiency studies and report findings and make recommendations to the Maintenance Manager.
- 20% **D. Establish an Apprenticeship Program**
1. Create Metro Transit's Mechanic Apprenticeship Program.
 2. Attend meetings at the Apprenticeship Board.
 3. Obtain certification for apprenticeship program.
 4. Manage the apprenticeship program's training hours and performance of students in the program.
 5. Provide monthly updates to the Maintenance Manager.
 6. Recommend CBA (collective bargaining agreement) changes.
- 10% **E. Supervise shift supervisors**
1. Plan, supervise, schedule, direct, control, and train the activities of supervisors and employees engaged in the maintenance, cleaning, servicing and repair of transit vehicles.
 2. Instruct new personnel in operating policies and procedures.
 3. Continually monitor staff performance for improvement through the Quality Assurance Program.
 4. Perform related work as assigned.

12. Primary knowledge, skills and abilities required:

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 vehicle electric systems, including Hybrid and all electric vehicles, diesel and CNG vehicles as it relates to City Transit buses. 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 all diagnostic systems that would be used to troubleshoot all electric, hybrid vehicles, diesel and CNG as it relates to City Transit buses. Working knowledge of and ability to use computer software applicable to the duties of the position (e.g., word processing, PowerPoints, 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 give effective trainings and presentations to Metro staff. Candidate must have the ability to effectively develop and implement new programs. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

- Mechanics Journeyman card.(Should include , but not limited to the following, Electrical/ Electronic systems, Brakes, Hydraulics, HVAC ,Diesel Engines,CNG Engines, Drive Train, Suspension and Steering, Preventative Maintenance, Electric Propulsion, Ramps, Signs and Energy Storage Systems)
- Driver's License and a Class B CDL with passenger endorsement and air brake stamp.
- High pressure HVAC license.

15. 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.

16. Supervision received (level and type):

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 Has no leadership responsibility.
 Provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
- I have been provided with this description of my assignment by my supervisor.
- Other comments (see attached).

EMPLOYEE

Kamp

(CKM)

DATE

4-29-18

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

CFM

Ally S. Burt
SUPERVISOR

4-30-18
DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.