




December 26, 2012

TO: Board of Directors

FROM: Steve L. Rosenberg 
Director of Administrative Services

Robert H. Lurie
Director of Fleet and Facilities

SUBJECT: Consider Approval of a New Position Description for Maintenance Administration Supervisor

I. Executive Summary

The addition of a third Maintenance Supervisor position for GCT effective January 2013 was included in the approved FY 2012-13 budget, and staff is preparing to recruit for this position. Staff has considered the combination of skills and experience this new supervisor should have in order to maximize the contribution this additional position can make to the Maintenance Department's overall operational capability. Staff recommends creation of a new position description, Maintenance Administration Supervisor, with a somewhat different position description than that of Maintenance Supervisor. The additional position will be recruited as a Maintenance Administration Supervisor.

This new position description places emphasis on knowledge, skills and experience in the administrative and support functions associated with fleet management, such as parts and inventory, facility maintenance, maintenance record-keeping and operations analysis. These are secondary areas of emphasis for the existing Maintenance Supervisor position description, and GCT has not recently had a supervisor with particular strengths in these functional areas.

Creating this position will allow GCT's Maintenance Department to broaden its management skill set in some important functional areas. The Maintenance Administration Supervisor position description does include the responsibility to serve as Maintenance Supervisor on an as-needed basis, and it is anticipated that the Maintenance Administration Supervisor will routinely provide coverage for that function.

The salary range for this position will be the same as that of the existing Maintenance Supervisor position, \$55,600 to \$77,800. Attachment "A" is the proposed final version of the Administration Supervisor position description.

Consider Approval of a New Position Description for Maintenance Administration Supervisor

II. SUMMARY AND RECOMMENDATIONS

IT IS RECOMMENDED that the Board of Directors approve the Maintenance Administration Supervisor position description.

Concurrence:



Steven P. Brown
General Manager

GOLD COAST TRANSIT JOB DESCRIPTION

CLASSIFICATION TITLE: Maintenance Administration Supervisor

NON-REPRESENTED: Management

OVERTIME STATUS: Exempt

SAFETY SENSITIVE: Yes

REPORTING STATUS: Director of Fleet and Facilities

SUPERVISES: Mechanic I, II, III; Maintenance Material Specialist;
Facility and Equipment Mechanic I, II; Building
Maintenance Worker; Service Worker I, II

DATE AUTHORIZED: January 2013

JOB SUMMARY

This class is responsible as a maintenance supervisor, primarily over the administrative and support functions related to the maintenance and repair of transit buses, automobiles, support equipment, buildings and facility systems, including the CNG fueling station. Responsibilities include direct supervision of parts and inventory activities and facility maintenance activities, as well as responsibility for maintenance record-keeping and operations analysis and oversight of maintenance procurement activities, facility capital projects, vehicle procurements and special maintenance projects and campaigns.

ESSENTIAL FUNCTIONS

The Maintenance Administration Supervisor has responsibility to:

- Plan, organize and supervise the parts and inventory functions, assuring the efficient operation of the parts stock room, the timely availability of vehicle and facility maintenance parts and the accuracy of inventory tracking and reporting.
- Report and oversee disposition of defects and failures covered by warranty for corrective action and claims purposes.

- Plan, organize and supervise facility maintenance operations, including the maintenance and repair of support equipment (e.g., steam cleaner, hoists, and bus cleaner), buildings, building systems and major equipment, including the CNG fuel station; oversee facility upgrade projects. Prioritize work assignments and assign repair/maintenance work as necessary.
- Provide assistance with capital and special projects including the activities of outside vendors and contractors. Provide oversight of various contracts affecting vehicle and facility maintenance.
- Support departmental administrative activities for time reporting, safety and service record maintenance and work orders; perform and/or assist in technical skills training to upgrade individual skills and/or provide instruction on new equipment/methods.
- Oversee record compliance for hazardous materials management, storm water, OSHA, FCC, CHP, VCAPCD, BAR, CARB, and other regulatory agencies.
- Utilize fleet maintenance software programs to monitor operations, access information, track maintenance trends and create reports as required.
- Review and ensure compliance with health and safety regulations; perform safety inspections and provide on-going training in safe work methods; investigate accidents and incidents in order to prepare related reports.
- Serve as shift Maintenance Supervisor as needed, overseeing the maintenance and repair of buses, trucks and automobiles.

OTHER JOB FUNCTIONS

May be assigned additional supervisory or administrative responsibilities or related duties as assigned. May be assigned to act as Director of Fleet and Facilities in absence of Director.

MINIMUM QUALIFICATIONS

High school diploma and equivalent of five years of experience in heavy equipment maintenance, facility maintenance, parts and inventory operations, procurement activities and/or equipment maintenance support activities. Formal education in related fields may be substituted for experience on a year for year basis. Associate of Arts degree in related field is desired.

and

Knowledge of:

- Principles and practices of supervision, including performance evaluation, scheduling and counseling techniques.
- Principles, methods and efficient operating practices of heavy equipment and building systems maintenance and repair, time/cost estimation, inventory practices.
- Principles and methods of fleet parts and inventory management.
- Cost control techniques applicable to maintenance and repair.
- Maintenance management planning and reporting techniques.
- Principles and methods of vehicle accident reporting to ensure claims and repairs are effectively and efficiently coordinated.
- Safety principles, practices and regulations related to vehicle and employee safety.
- Record keeping systems and applications for tracking a variety of vehicle maintenance, service and repair activities.
- Program and operations performance evaluation practices and techniques.
- Vehicle inspection practices.

and

Ability to:

- Plan, organize and supervise maintenance materials, facilities and vehicle maintenance.
- Evaluate efficiency and effectiveness of maintenance staff.
- Read and interpret complex technical specifications.
- Ability to use Microsoft Office applications such as Excel, Word, PowerPoint and Access.
- Learn, understand and operate maintenance software systems
- Understand, interpret procedures.
- Identify and analyze operational problems and implement changes.
- Make decisions and independent judgments.
- Communicate effectively with people of diverse socio-economic backgrounds and cultures.
- Determine appropriate course of actions in emergency or stressful situations.
- Organize and prioritize work.
- Effectively delegate responsibility and authority to others.

LICENSES AND OTHER REQUIREMENTS:

Valid Class B California driver's license. (GCT will provide training as required)

WORKING CONDITIONS:

Environment

- Bus maintenance and operations facility environment
- Driving a vehicle, including a transit bus, to conduct work

Physical Abilities:

- Occasional sitting for periods of time.
- Frequent walking for extended periods of time.
- Frequent lifting and carrying
- Repetitive use of hands for mechanical repair
- Occasional lifting and carrying.
- Climbing up and down bus stairs and ladders.