



**MAINTENANCE SHIFT SUPERVISOR**  
**\$5419.00 - \$7539.00 PER MONTH PLUS GREAT BENEFITS**  
**Recruitment may be closed at any time without notice**

**THE JOB:** Omnitrans is looking to hire a career-minded individual to supervise and direct the operation of the maintenance shop, monitoring productivity and ensuring compliance with Agency rules and procedures. This position will perform, but not limited to, the following duties:

- Assigns work, coordinating workers activities to ensure maximum efficiency.
- Schedules and coordinates vehicle maintenance with dispatchers to maximize service and vehicle availability.
- Assists in the diagnosis of mechanical failures, rebuilding, repairs or replacement of various vehicle components and systems.
- Prepares detailed cost estimates and recommendations regarding the feasibility of major repairs.
- Performs maintenance on Omnitrans vehicles, maintains vehicle maintenance files and databases. Coordinates and monitors the preventative maintenance program.
- Trains employees in safety, vehicle maintenance and equipment operation.
- Monitors the parts supply levels and orders new parts as necessary.
- Evaluates and assesses condition of facilities and initiates or recommends maintenance or repairs.
- Ensures Federal, State and local hazardous material laws are followed.
- Prepares a variety of reports and maintains records monitoring fleet maintenance and activity.
- Enforces and rates on a scale the safety performance including rules and regulations compliance and implements corrective action.

**THE REQUIREMENTS:** The ideal candidate will possess a high school education or equivalent and/or Journeyman status as an all-around mechanic with three years of recent, increasingly responsible experience in the maintenance of heavy duty equipment or buses, including at least one year of supervisory experience or any equivalent combination of education and experience. Possession of, or ability to, obtain and maintain a valid Class B California Motor Vehicle License with passenger and air brake endorsements is **required**. The selected candidate will possess the ability to diagnose mechanical failures, and train maintenance department personnel; enforce the preventative maintenance program, shop procedures and safety standards; read, analyze professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers and the general public; and interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Incumbents must be familiar with current business operating systems, software, and programs. The successful Individual selected will possess strong working knowledge of methods, equipment and tools used in vehicle maintenance operation; parts room procedures, inventory control methods and purchasing procedures; and construction and operations of buses, diesel engines, and motor vehicle equipment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the essential functions of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel; talk or hear; frequently required to reach with hands and arms; occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl; taste or smell; must frequently lift and/or move up to 25 pounds; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts; fumes or airborne particles and outside weather conditions; and the noise level in the work environment is usually loud. **SPECIAL REQUIREMENT:** Selected candidates must be able to work any specified Shift which may include day, swing, splits, or graveyard shifts, weekends, and holidays. A CURRENT (30 days or less) California (H6) D.M.V. printout **MUST be submitted with the application**. This position is considered safety-sensitive and subject to drug and alcohol testing, including random testing, under Federal Transit Administration (FTA) regulations.

**THE SELECTION PROCESS:** Candidates will be screened for **relevant qualifying experience consisting of an evaluation of education and experience** as described on the application. The **most competitively qualified candidates** will be invited to participate in the selection process. The selection process may include a combination of written, performance, and oral examinations. The process may also require a pre-assessment evaluation, pre-employment DOT physical examination, DOT drug screening, and background/criminal investigation/LiveScan. For further information about this exciting career, please visit our website at <http://www.omnitrans.org/business-and-employment/careers/>. Applications must be **fully complete** and include a ten-year work and salary history as well as be completed in its entirety for consideration. We are unable to accept resumes in lieu of an application. Further information and applications can be obtained at Omnitrans, 1700 W. 5<sup>th</sup> St., San Bernardino, CA 92411.

**EEO/AA/VET**

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