



**MAINTENANCE SUPERVISOR
SPECIAL TRANSPORTATION SERVICES
\$5581.00 - \$7765.00 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 Special Transportation Services (STS) maintenance facility, monitoring productivity and ensuring compliance with Agency rules and procedures. The Maintenance Supervisor is expected to be a working mechanic and will spend time on repairs and training of staff. The Supervisor will also assist in securing business for the facility. The facility will service nonprofit vehicle fleets serving seniors and individuals with disabilities, mostly consisting of paratransit type of vehicles. This position will perform, but not limited to, the following duties (the omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification):

- Manage, organize, direct, implement, coordinate and supervise all activities of the facility; schedules and coordinates vehicle maintenance with customers; hire, supervise and evaluate overall performance of maintenance staff; define operational procedures for effectiveness, develop maintenance plans and ensure proper staffing levels;
- Develop and review for accuracy and consistency all work orders, invoices and transactions;
- Serve as Maintenance Shop Lead Diagnostic Technician; assists with vehicle repairs when necessary; diagnose mechanical failures, rebuilding, repairs or replacement of various vehicle components and systems; prepares detailed cost estimates and recommendations regarding repairs; compile vehicle service and repair estimates;
- Performs maintenance on customer vehicles, maintains vehicle maintenance files and databases; coordinates and monitors the preventative maintenance program with customers regarding all maintenance schedules and repairs; prepares reports and maintains records monitoring vehicle maintenance and activity; conduct vehicle/records inspections on the department's contracted paratransit vehicles;
- Trains employees in safety, vehicle maintenance and equipment operation; ensure compliance with various federal, state, local and internal safety laws and regulations including understanding proper handling, storage, and disposal and reporting of toxic materials and waste;

THE REQUIREMENTS: The ideal candidate will possess a **Bachelor's Degree preferred, but not required; 5+ years recent, increasingly responsible experience in the maintenance of transit vehicles, including at least three years of experience managing a shop or any equivalent combination of education and experience in a larger shop environment; ASCE certified; and Bi-lingual – highly preferred but not required.** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The successful Candidate will possess the ability to read, analyze, and interpret general business periodicals, 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. The ideal Individual selected will possess strong working knowledge of automotive and transit vehicle maintenance and repair procedures and techniques; principles and practices used in effective preventive maintenance programs; diagnostic techniques used in determining the nature and extent of vehicular malfunctions; supervisory and management concepts as related to planning, organizing, directing and controlling staff budgeting and ability to manage a budget; experience with diagnostic computer equipment; proper record keeping and computerized record keeping methods; and safe and proper operation of lift equipped buses and specialized equipment/devices. Must be familiar with current business office operating systems, software and programs. **Possession of, and ability to, obtain and maintain a valid Class B California Motor Vehicle License with passenger and air brake endorsements is required.** 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 duties of this job, the employee is frequently required to talk or hear, use hands to finger, handle or feel, stoop, kneel, crouch or crawl, and reach with hands and arms. The employee is regularly required to stand, walk, and sit. The employee is occasionally required to climb or balance, and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

SPECIAL REQUIREMENT: 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 which may include written, performance, oral examinations; 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/>. We are unable to accept resumes in lieu of an application. Further information and applications can be obtained at Omnitrans, 1700 W. 5th St., San Bernardino, CA 92411. **EEO/AA/VET**