



MONTEREY-SALINAS TRANSIT

## Maintenance Supervisor

**Salary:** \$66,592 - \$96,402

Exempt Position/Full-Time/Excellent Benefits

**Posting Date:**

June 26, 2017

**Filing Deadline:**

Open Until Filled

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**JOB SUMMARY:** Positions in this classification perform supervision and administrative activities on an assigned shift. Manages fleet maintenance activities and supervises workers.

**ESSENTIAL FUNCTIONS:** Supervises and evaluates mechanics, mechanic assistants and utility service workers working varied shifts; plans, schedules and supervisors the maintenance and safe repair of the MST fleet at two divisions; ensures continued maintenance of the fleet; assists and provides guidance to mechanics on difficult mechanical problems; prepares recurring end-of-shift reports including daily vehicle status, revenue vehicle inspection reports, work orders, and other maintenance documents; transports parts and equipment between operating divisions; monitors the quality of work through spot checks and supervises workers fueling and cleaning the fleet; interfaces with other supervisors and Communication Center staff as required; provides information and makes recommendations to Fleet Manager; and performs related duties as required.

**KNOWLEDGE:** Current management techniques and principles; public transit fleet operations, equipment, and maintenance; federal, state, and local laws and regulations; maintenance records and repair parts inventory management procedures.

**SKILL:** Interpersonal communications; effectively communicating in situations requiring tact and poise; research techniques; report preparation; personnel evaluations; and hands-on mechanical skills for working on heavy duty equipment.

**ABILITY:** Ability to plan, organize and evaluate transit maintenance; write clear and concise reports and memos; available to work when needed, as well as varied working assignments which occur on nights, weekends and holidays; obtain and maintain a California Class "B" driver's license with passenger endorsement; effectively communicate orally and in writing; use word processing and spreadsheet programs; use fleet management software system; establish and maintain cooperative working relationships.

**MINIMUM QUALIFICATIONS & REQUIREMENTS:** Education and experience equivalent to graduation from an accredited junior/community college and/or heavy-duty equipment technical training and five years of maintenance experience. At least two years of supervisory experience. Two years of hands-on experience working in a garage. Excellent driving record; licensed driver for 3 years; must possess valid California driver's license at time of application and meet all qualifications specified by the State of California for a Class "B" Drivers License; if hired, must possess a Class "B" instruction permit or Class B license when reporting to first day of work; U.S. citizen or have right to remain permanently in U.S. Must pass a written exam, physical skills and vehicle knowledge test, interview, reference checks, criminal records check, post-offer pre-employment drug test and physical examination. Reliability to work unusual hours; willingness to work outdoors; must participate in random drug and alcohol testing as mandated by the U.S. Department of Transportation.

**FILING:** The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other segments of the selection process. Applications received after the deadline may be reviewed and kept on file for up to six months for future consideration. Applications may be obtained from our Administrative Offices, One Ryan Ranch Road, Monterey; the Salinas Transit Center, 110 Salinas Street, Salinas; by calling the Job Hotline, (831) 393-8188 or by visiting MST online at <http://www.mst.org>. SUBMIT COMPLETED APPLICATIONS TO: Monterey-Salinas Transit, Attn. Human Resources, One Ryan Ranch Road, Monterey, CA 93940. Applications must be submitted with a DMV printout form H6 or K4. Resumes will not be accepted in lieu of a completed application.

**ADA:** Candidates who qualify under protection of the Americans with Disabilities Act and require a reasonable accommodation for applicant testing and/or examination, should notify the MST Human Resources at least one week prior to being scheduled for assessment.

**EQUAL OPPORTUNITY EMPLOYER / AFFIRMATIVE ACTION EMPLOYER**