



## **Class Summary**

The responsibilities of this classification include oversight and supervision of the skilled maintenance, repair and support of revenue and non-revenue transit vehicles and associated components and equipment.

## **Distinguishing Characteristics**

This is a standalone classification. Work involves performing varied supervisory and administrative functions in vehicle maintenance and repair operations at an assigned transit base or specialty repair, rebuild or materials unit at the Component Supply Center (CSC). CSC units include specialties in electrical, electronics, paint, body/frame, upholstery, parts fabrication, machining, materials, inventory or similar unit. Work includes oversight of assigned operations and supervision of skilled journey-level and other craft work to achieve timely and cost efficient fleet maintenance operations consistent with established performance improvement goals and service requirements. Work requires establishing effective and collaborative labor relationships, and application and administration of applicable labor agreements; monitoring operations, responding to and resolving emergent operating and maintenance problems and critical incidents; ensuring compliance with operating policies and procedures as well as applicable local, state and federal rules and regulatory requirements; identifying and evaluating operating and maintenance deficiencies, recommending corrective actions and coordinating remedial actions with appropriate Transit Division staff; monitoring labor costs, identifying cost containment strategies and recommending procedures to streamline operations and improve fleet maintenance performance; and coordinating and supporting roll-out of varied special projects, new equipment deliveries, technology improvements, staff training and similar initiatives. Work is performed independently under the general supervision and direction of a Transit Superintendent.

## **Examples of Duties (May vary by position)**

*When assigned to a Transit Base (Revenue or Non-Revenue Vehicles):*

1. Direct and oversee fleet maintenance operations at an assigned transit base; supervise plan and review the work of skilled journey-level Mechanics and other craft work involved in preventive maintenance, repair, cleaning, fueling and servicing of coaches, trolleys and supporting vehicles, materials and equipment; implement, manage and monitor preventive maintenance program for assigned fleet; establish quality control procedures and monitor, analyze and report on equipment failure trends; supervise the maintenance of shop equipment, tooling, fuel dispensing and revenue collection equipment; oversee and ensure the security of revenue collection equipment.

*When assigned to CSC Body Shop:*

2. Direct and oversee light and heavy equipment body/frame and upholstery repair as well as the fabrication, repair and manufacturing of body parts and components; supervise, plan and review the work of skilled journey-level Sheet Metal Workers, Upholsterers and other craft work involved in body/frame rebuild, accident repair, seating maintenance/repair and coach rehabilitation functions; direct and oversee related fleet retrofits; develop layouts, drawings and sketches used for equipment and parts modifications; develop labor and material cost estimates for maintenance/repair, damaged equipment and special job order fabrications; determine and source required maintenance, rebuild, fabrication and related supplies and equipment.

*When assigned to CSC Paint Shop:*

3. Direct and oversee the preparation and painting of vehicles, parts and equipment, and the manufacturing and installation of graphic signage; supervise plan and review the work of skilled journey-level Equipment Painters and other craft work involved in equipment painting operations as well as the design, fabrication and installation of a wide array of signage, decals, logos, banners and related items; supervise all aspects of painting, striping, color matching, and selecting materials that support paint shop operations; provide technical advice regarding colors and color matching, design reconstruction, striping, graphic placement, application sequences, finishing methods and material selection; develop labor and material cost estimates; supervise and maintain inventory and archive of graphic productions; monitor and ensure proper ventilation of paint booths and compliance with applicable regulatory requirements.

*When assigned to CSC Rebuild/Electric Shop:*

4. Direct and oversee mechanical and electrical rebuild operations; supervise plan and review the work of skilled journey-level Mechanics and other craft work engaged in disassembly, failure analysis and rebuild of light and heavy duty equipment engines, transmissions and related mechanical and electrical components and equipment; perform cost/benefit analyses that support rebuild or purchase decision making; conduct and supervise component failure analysis and report on failure trends; coordinate with original equipment manufacturers to diagnosis and resolve component failures and correct design flaws; develop and coordinate rebuild processes and procedures with base staff.

*When assigned to CSC Machine Shop:*

5. Direct and oversee machine and weld shop operations; supervise, plan and review the work of skilled journey-level Maintenance Machinists, Metal Constructors, Millwrights and other craft work engage in the repair, engineering and fabrication of a diverse array of vehicle and base equipment, fixtures, components, tooling and parts to support vehicle maintenance operations.

*When assigned to CSC Electronics Shop:*

6. Direct and oversee electronics shop operations; supervise, plan and review the work of skilled journey-level Electronics Technicians engaged in the maintenance, repair and rebuild of fleet onboard electronic devices, components and systems including automated passenger counter, security camera, fare and related systems; provide electronics related technical guidance for vehicle maintenance staff; develop layouts, drawings and sketches used for modifying and designing electronic parts and components; provide technical guidance to staff in the maintenance and repair of electronic microprocessor control, logic, signage and related systems.

*When assigned to CSC Materials Support:*

7. Direct and oversee materials and inventory management operations; supervise, plan and review the work of skilled journey-level Purchasing and Parts specialists and other craft work engaged in the procurement, storage, inventory and distribution of coach, trolley and related parts and materials; plan, forecast and maintain procurement and maintenance of inventories at most cost effective levels while maintaining demand availability; supervise parts room operations, cycle-counts and parts/material distribution logistics.

*When assigned to CSC Vehicle Procurement Administration:*

8. Direct and oversee warranty administration operations; supervise, plan and review the work of Transit Accounting Specialists engaged in the administration of bus fleet and component parts warranty programs with vendors supplying warrantable products to operate the revenue vehicles; activities include new product vehicle warranty, fleet defect and/or recall warranty, divisional retrofit administration, after market warranty and participation in the Bus Procurement Team.

*Common examples among assignments:*

9. Supervise the acquisition, receipt, storage and disbursement of maintenance related parts and materials required to support operations; authorize purchases to level of assigned authority.
10. Supervise maintenance of and data input to automated fleet maintenance, scheduling and related information systems.
11. Monitor shop records including work orders, warranty/rebuild part information, completed repairs and materials used; enter and extract data in automated vehicle maintenance systems; monitor completed work assignments for quality assurance and proper operation.
12. Monitor, manage and oversee the safety program for assigned work area; establish and maintain a safe working environment; oversee and ensure the proper use, storage and disposal of hazardous materials in compliance with federal, state and agency regulations and requirements.
13. Direct and ensure timely and appropriate response to service disruptions, weather emergencies and critical incidents; coordinate response with Superintendent, Transit Operations Center and other internal and external agencies as appropriate; investigate and prepare response to customer complaints regarding vehicle maintenance operations, services and staff.
14. Identify, evaluate and recommend service, quality, workplace and business process improvements; monitor daily labor costs and modify operations when necessary to achieve performance improvement targets while maintaining established vehicle maintenance and transit service levels.
15. Establish and maintain a collaborative and effective labor relations environment; ensure daily operations and personnel actions conform with the terms of negotiated agreements; confer with labor representatives to discuss and resolve issues; escalate issues to Superintendent or Transit Labor Relations staff as appropriate; may be delegated authority for first-step grievance determinations on a case-by-case basis; testify at arbitration, unemployment and related hearings as requested.
16. Manage employee absenteeism, vacation change requests, sick/injury leaves and related ADA/FMLA/KCFML/WFLA processes and requirements for assigned employees; review and approve leave requests consistent with staffing needs, employee preferences where possible, and applicable County policy/procedures and bargaining agreements; review, correct and approve payroll; administer federal safety-sensitive drug and alcohol testing program for assigned employees.
17. Interview and recommend selection of assigned staff; provide employees with training and development opportunities as available; counsel staff on effective customer relations and safety strategies; evaluate staff performance through record reviews and employee performance appraisals as necessary; counsel employees in performance improvement requirements when needed; conduct investigations into allegations of employee misconduct, harassment, negligence, policy/procedure violations and similar assertions; determine appropriate follow-up actions including counseling, training and appropriate disciplinary actions in consultation with the Superintendent, Human Resources and Labor Relations as required.
18. Ensure compliance with all Vehicle Maintenance, Transit Division and County policies and procedures governing safety sensitive positions, employment, worker safety and related areas as well as with applicable local, state and federal laws.
19. May be assigned to participate in internal and external work groups, project teams, committees and task forces; coordinate operations, service delivery and operating needs with appropriate staff throughout the Transit Division as required.

20. Act as Superintendent as assigned.

21. Perform other duties as assigned.

## **Knowledge/Skills**

Knowledge of transit operations and the principles, practices and methodologies involved in the delivery of mass transit services

Knowledge of large-scale fleet maintenance operations and effective preventive maintenance principles, practices and techniques

Knowledge of the regulatory and statutory requirements that apply to transit vehicle maintenance

Knowledge of the policies and procedures of the Transit Division, the Vehicle Maintenance section and applicable County policies

Knowledge of the principles, practices and techniques of performance management

Knowledge of effective supervisory principles and practices as well as federal, state and local laws related to employment, civil rights and affirmative action

Knowledge of the principles, practices and techniques of labor relations including interest-based or collaborative labor negotiations, grievance and arbitration processes and relevant labor agreements

Knowledge of fundamental human resource practices and workforce planning

Knowledge of automated fleet maintenance management information systems

Knowledge required to support the specific area to which assigned

Leadership skills

Communication skills

Customer service skills

Skill in achieving performance and operational goals

Skill in planning and delegating work assignments

Skill in staff development and training

Skill in conflict resolution, problem solving and negotiation

Skill in handling multiple competing priorities

Skill in managing and working with a variety of individuals from diverse backgrounds

Skill in the use of the tools and equipment required to support the specific area to which assigned

Skill in establishing effective working relationships and communicating successfully with senior management, labor representatives, customers and staff

Skill in use of automated maintenance management information systems, personal computers, word processing, spreadsheet, database management, presentation and similar software applications

## **Licensing, Certification and Other Requirements**

Washington State Driver License or the ability to travel throughout the county in a timely fashion

Must pass drug and alcohol testing provisions for safety sensitive positions as required by the U.S. Department of Transportation, 49 CFR Parts 40 and 655

Willingness and availability to work varying shifts on weekdays, nights, weekends and holidays as required for shift assignment and consistent with negotiated agreements

Work may require remaining available for work 24 hours per day during rotational assignments as on-call Vehicle Maintenance Chief

Work may require reporting for extended duty during adverse weather events and other emergencies

This is a classification specification and not an individualized job description. Additional minimum qualifications may be established for individual positions based on business needs and specified in position announcements as appropriate.

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<b>FLSA Designation</b>	<b>Exempt (Administrative)</b>
<b>Service Status</b>	Career Service
<b>Levels within same series</b>	None
<b>Class History</b>	Created 06/2013 Revised 06/2013