



Class Summary

The responsibilities of this classification include managing, supervising and directing all vehicle maintenance operations and functions at an assigned transit base facility or the Component Supply Center (CSC).

Distinguishing Characteristics

This is a standalone classification. Work involves managing all aspects of the maintenance and repair of a fleet of transit revenue or nonrevenue vehicles and required specialized support functions, and ensuring fleet operational readiness to meet service demands. Work includes achieving Vehicle Maintenance performance improvement and operational goals, and establishing the systems and processes required to fulfill those goals. Work also includes determining, ensuring and allocating all required personnel, financial, physical plant and equipment resources; supervising subordinate supervisors and staff; ensuring compliance and establishing procedures consistent with all Transit Division and Vehicle Maintenance operating policies and procedures as well as applicable local, state and federal regulations; analyzing, forecasting and reporting on maintenance costs, trends and performance metrics; and participating as a key member of the Vehicle Maintenance management team. Work is performed independently under the general supervision of a higher-level transit manager.

Examples of Duties (May vary by position)

1. Establish annual base or CSC operating plan that includes objectives, priorities, performance standards, staff development and staffing resource modeling; conduct varied analyses of performance metrics and report on progress achieved on expected operating outcomes and performance improvement goals; ensure optimization of all available resources.
2. Supervise administrative support, professional staff and subordinate supervisors directing the work of a wide range of trade and craft personnel engaged in preventive maintenance, repair and support of the transit base fleet and equipment; hire staff consistent with assigned hiring authority; create harmonious working relationships with multiple collective bargaining units and ensure consistent application of labor policies, contract provisions and hiring guidelines; fulfill required responsibilities in grievance and arbitration processing and adjudication.
3. Supervise the specialized repair, rebuild and fabrication functions of the CSC and the associated inventory and materials management operations; manage inventory and materials planning and purchasing; optimize materials availability and cost efficiencies.
4. Provide guidance and direction to subordinate supervisors and other staff concerning complex or sensitive issues and problems; establish work performance standards and initiate corrective actions when required; review existing operational and administrative policies and procedures, and recommend improvements or modifications to higher-level management as determined appropriate.
5. Provide supporting data and recommendations to management in the formulation of the Vehicle Maintenance operating and capital improvement budgets; manage and administer the CSC or base vehicle maintenance budget; authorize expenditures within designated authority level; monitor budget and maintain expenditures within approved levels; manage and administer vendor service, supply and other related contracts as required.

6. Conduct and direct a variety of special studies, product evaluations and failure, cost/benefit, repair/replace and similar analyses; provide technical support in the development of specifications for coaches, equipment and facilities.
7. Participate and represent Vehicle Maintenance in a wide variety of internal and external work groups, project teams, committees and task forces.
8. Act for higher-level vehicle maintenance managers as assigned.
9. Supervise and oversee warranty administration processes for all transit bases; supervise warranty administration group and establish goals, objectives and processes to support warranty recovery operations.
10. Perform other duties as assigned.

Knowledge/Skills

Knowledge of large-scale fleet maintenance principles, practices, techniques and equipment

Knowledge of the design, major components, subassemblies and auxiliary equipment of coaches used in mass transit operations

Knowledge of the operations, policies and procedures of the Transit Division

Knowledge of the regulatory and statutory requirements that govern the maintenance and operation of mass transit vehicles

Knowledge of hybrid technology, alternative fuels and green fleet alternatives

Knowledge of human resources management, supervisory principles and federal, state and local laws related to employment, civil rights and affirmative action

Knowledge of the principles, practices and techniques of labor relations that include interest-based or collaborative labor negotiations as well as grievance and arbitration processes

Knowledge of workforce planning and budget administration

Knowledge of automated vehicle maintenance and management information systems

Leadership skills

Communication skills

Interpersonal skills

Customer service skills

Skill in planning and delegating work assignments

Skill in conflict resolution, problem solving and negotiation

Skill in statistical and operational analysis

Skill in handling multiple competing priorities

Skill in working with a variety of individuals from diverse backgrounds

Skill in establishing and maintaining effective working relationships and team building

Skill in staff development and training

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

Licensing, Certification and Other Requirements

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

Work requires reporting for duty and directing vehicle maintenance operations 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 are specified in position announcements as appropriate.

FLSA Designation	Exempt (Administrative)
Service Status	Career Service
Levels within same series	None
Class History	Created 08/2011