

TRANSIT MAINTENANCE MANAGER

Class Definition

Under general direction, plans, organizes, and directs the activities of the Transit Maintenance Division.

Distinguishing Characteristics

Transit Maintenance Manager is a division head in the Maintenance Division of Fresno Area Express. The Maintenance Division is responsible for maintaining and repairing vehicles operated by Fresno Area Express. The incumbent exercises independent judgment regarding the development, revision, and implementation of the division's policies and procedures. This class differs from Transit Operations Manager in that the latter directs the operation of the transit service. This is an unclassified position in which the incumbent serves at the will of the Director of Transportation.

Typical Tasks

(The incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Plans, organizes, and directs the activities of the Transit Maintenance Division.

Supervises, trains, and evaluates subordinate technical and clerical staff; administers the purchase and control of inventory parts and materials, contractual services, new and replacement equipment, and other related transit requirements.

Analyzes and plans maintenance activities, including improvements and modifications to policies and procedures.

Provides general direction, through subordinate supervisors, to employees involved in the maintenance and repair of transit vehicles.

Administers maintenance records and new equipment evaluations.

Plans, implements, and monitors the division's safety program.

Plans and administers the division's budget.

Acts as liaison with other City departments, outside agencies, and the general public.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the principles and practices of motor vehicle repair shop management.

Knowledge of the principles, practices, equipment, and materials used in the maintenance and repair of diesel transit coaches and related equipment.

Knowledge of the hazards and safety precautions of the trade, including sections of the CAL-OSHA regulations pertaining to the repair and operation of passenger carrying vehicles.

Knowledge of state and federal requirements for mass transit systems.

Ability to plan, organize, and supervise the work of technical and clerical staff.

Ability to prepare clear, concise, and comprehensive reports, records, correspondence, and other written materials.

Ability to interpret specifications for the purchase of equipment.

Ability to make clear oral presentations.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications

Three years of supervisory or administrative experience in the maintenance and repair of a fleet of heavy duty diesel truck, bus, and/or automotive equipment. A minimum of 160 hours of vocational or educational training may be substituted for one year of the qualifying experience.

Necessary Special Requirement

Possession of a valid California Driver's License at the time of appointment.

APPROVED: _____
Director of Human Resources

DATE: _____