



CENTRAL MAINTENANCE SUPERVISOR

FC: TC220
PB: F
FLSA: Non Exempt

PC: 890
BU: 31 (AFSCME)
Revised: June 2015

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Supervises and dispatches technicians in response to on-line revenue vehicle operating problems; coordinates assigned activities with other divisions and outside agencies; provides highly responsible assistance to the Central Vehicle Trouble Desk Superintendent Rolling Stock Maintenance Superintendent; assigns work activities and projects to staff; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the first full supervisory level over classes engaged in the repair of on-line revenue vehicle operating problems for central maintenance. Incumbents are expected to exercise considerable latitude and independent judgment in the day-to-day conduct of work, often over multiple shifts.

REPORTS TO

This class reports to the Central Vehicle Trouble Desk Superintendent, and is distinguished from that position in that the Central Maintenance Supervisor has primary responsibility for all on-line repair, whereas the Central Vehicle Trouble Desk Superintendent has the overall management responsibility for the Central Vehicle Desk office.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Coordinates the organization, staffing and operational activities for dispatching technicians in response to on-line revenue vehicle operating problems.
2. Participates in the development and implementation of goals, objectives, policies and priorities; recommends and implements resulting policies and procedures.

Central Maintenance Supervisor

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3. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews improvement recommendations with appropriate management staff; implements improvements.
4. Directs, coordinates, and reviews the work plan for assigned maintenance services and activities; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
5. Receives and analyzes reported vehicle failures; determines technical support required and dispatches appropriate staff; maintains documentation of vehicle failures including actions taken to correct problems.
6. Monitors transit vehicle status, operating problems and trouble patterns via radio, telephone communications, handheld devices, and visual displays.
7. Advises higher level supervisory staff on the probability of successful train movement and the likelihood of on-site repair and continued operation.
8. Maintains vehicle history records; informs higher-level staff of repair and failure history and other information relevant to the maintenance and repair of transit vehicles; provides safety information to managers on a daily, weekly, and monthly basis.
9. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
10. As needed provides staff assistance to the Rolling Stock Maintenance Superintendent; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
11. Coordinates maintenance technician services with those of other divisions, outside contractors and agencies; inspects tech offices to maintain and assess the quality of environments; creates training materials for the mainline technicians.
12. Estimates time, materials and equipment required for assigned jobs; requisitions materials as required.
13. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of transit vehicle system operation and

repair; attends class or courses to learn more skills and improve existing skills.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services, and activities of a revenue vehicle maintenance program.
- Current and complex principles and practices of revenue vehicle maintenance, repair, and troubleshooting.
- Tools and equipment utilized in transit vehicle maintenance and repair.
- Operational characteristics of transit revenue vehicles.
- Transit vehicle electronic and electro-mechanical systems and components.
- Principles and procedures of record keeping.
- Methods and techniques of troubleshooting, diagnosing, evaluating, and assessing transit vehicle malfunction.
- Principles of business letter writing and basic report preparation.
- Principles of using technology as the primary mode of work communication.
- Principles of supervision, training and performance evaluation.
- Occupational hazards and standard safety practice.
- Related Federal, State and local laws, codes and regulations.

Skill in:

- Supervising and coordinating revenue vehicle maintenance services.
- Selecting, supervising, training and evaluating staff.
- Documenting safety hazards and operational failures over time.
- Analyzing transit vehicle failures and determining repairs.
- Analyzing historical operational failures and predicting future problems.
- Operating a variety of radio and visual communication devices.
- Understanding, interpreting and applying information in maintenance manuals, bulletins and technical publications.
- Monitoring transit vehicle status, operating problems and trouble patterns. Interpreting and explaining District revenue vehicle maintenance policies and procedures.
- Operating office equipment including computers and supporting word processing and spreadsheet applications.
- Preparing clear and concise reports.
- Communicating clearly and concisely, both orally and in writing.
- Effectively using social media as a tool to interact with and/or respond to patrons.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

At least two (2) years of college or Associate's degree in Electronic Technology from an accredited college or completion of military training in electronics.

Experience:

Four (4) years of (full-time equivalent) verifiable experience in the maintenance of transit vehicles which must have included at least six months of administrative and/or lead or supervisory experience or certification in supervision, business administration, or a closely related field from an accredited college or university.

Substitution:

Additional experience in electronic or electrical transit vehicle systems repair may be substituted for the education on a year-for-year basis. An A.S. degree is preferred.

Other Requirements:

Must possess and maintain a Main Line Technician Certification, Wayside Certification, and a Radio Operator Certification upon completion of the probationary period.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

EEOC Code: 02

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