



JOB DESCRIPTION

JOB TITLE:	Fleet & Facilities Supervisor
FLSA STATUS:	Exempt
REPORTS TO:	Fleet & Facilities Manager
GRADE:	12
SALARY RANGE:	\$58,195 – \$74,488
RATE OF PAY:	DOE

ESSENTIAL FUNCTIONS:

Under the direct supervision of the Fleet & Facilities Manager, the position will act as a liaison between the mechanics, utility workers, parts clerk and management; as well as a liaison between the Fleet & Facilities department and other operating departments. The Fleet & Facilities Supervisor will have a high degree of understanding of departmental and functional operations and are able to work with considerable initiative. Under management guidance, the Fleet & Facilities Supervisor will administer operating rules and procedures within set limits. Work product has a noticeable impact on departmental operations. The Fleet & Facilities Supervisor will have frequent interaction with staff, co-workers and key customers (internal and external) to provide detailed procedures and respond to technical questions.

The Fleet & Facilities Supervisor, with limited direction, will plan, organize, and direct the operations of the Fleet & Facilities department involved in the repair and maintenance of revenue buses and non-revenue fleet vehicles, passenger amenities, owned/leased facilities, and equipment needed to facilities repairs and maintenance. This position is responsible for planning, directing, and evaluating the activities of personnel engaged in inspecting, repairing, maintaining, and purchasing parts/supplies associated with repairs and maintenance of the fleet and facilities.

The Fleet & Facilities Supervisor coordinates with the Operations Supervisor to develop, implement, and monitor safety and performance training for the Utility Workers, Fleet Mechanics, and Parts Clerk. This position also regularly coordinates with the Operations Manager, Fleet & Facilities Manager, and Operations Supervisor regularly to ensure vehicle safety and readiness; implements corrective action / process changes necessary to maximize vehicle availability, minimize late pullouts, and limit the necessity of road calls.

POSITION SPECIFIC RESPONSIBILITIES:

Supervision

- Participate in the selection of Fleet and Facility staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Plan, prioritize, assign, supervise and review the work of staff responsible for the repair and maintenance of fleet and facilities; and staff responsible for the purchase of supplies and parts needed for the department.
- Recommend and assist to create department goals, objectives, policies, and procedures; recommend modifications as deemed appropriate and hold team and others accountable.

128 Market Street Suite 3F Stateline, Nevada 89449 | PO Box 499 Zephyr Cove, Nevada 89448
775.589.5500 Fax 775.588.0917 tahoetransportation.org

- Provide oversight and leadership to direct reports. Implement department defined direction, evaluate performance, and align necessary resources to develop, motivate, and inspire team to achieve high results with a quest for continuous improvement.
- Inspect and verify work in progress and completed work of assigned employees and contractors for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Evaluates Fleet & Facilities staff and provides feedback to Operations Manager.
- Conduct quality control and safety inspections of facilities, fleet, and equipment; ensure adherence to safe work procedures.

Fleet and Facilities Responsibilities

- Ensures the implementation of a detailed Preventative Maintenance program for each vehicle type, facilities, and equipment that is complaint with Federal requirements, Transit Asset Management Plan, and best practices as defined by the department.
- Creates daily assignments for Fleet and Facilities employees based off current vehicle needs, require PM inspections due, DVI reports, Fleet & Facilities requests, and in line with planned long-term projects; monitors, evaluates, and ensures achievement of assignments as created.
- Determine type and extent of repairs required and schedule repair of components considering time requirements and vehicle downtime.
- Work with Fleet & Facilities Manager, Operations Manager, and Operations Supervisor to make recommendations for fleet usage as it relates to Operations routes and needs.
- Ensure efficient, reliable, and safe operation of transit fleet; inspect equipment failures; coordinate Root Cause Analysis as required.
- Review data on past and current maintenance performance; prepare and maintain reports and records; prepare and present needs for fleet and facility improvements and repairs.
- Demonstrate competency with TTD's Management Information Systems (MIS).
- Implements and maintains a mechanic training and certificate program to provide needed technical skills for mechanics and utility workers in the repair and maintenance of fleet and facilities.
- Examines work orders for accuracy on each vehicle and facility repaired; assists Fleet & Facilities Manager with creating Key Performance Indicator reports to be distributed to other departments.
- Develops, implements, and ensures compliance with all policies, procedures, and best practices for the Facilities department.
- Responsible for planning, procurement, and implementation of maintenance program needs for all passenger amenities; including mobility hubs, transit centers, bus shelters, and maintenance facilities located at the Corp Yard.
- Serve as Fleet & Facilities Manager as required.

Financial

- Participate in the preparation and administration of the Maintenance budget; submit budget recommendations; monitor expenditures; requisition materials; approve purchases.
- Routinely reviews procurements, labor, and/or outside contractor expenditures to determine common failures resulting in budget overuse. Proposes procedures, polices, and/or best practices to mitigate loss of budget capacity determined from analysis of common failures.
- Assist in audits.

KNOWLEDGE/SKILLS: *(Any combination of education and experience that provides the knowledge and skills required is qualifying.)*

- Five (5) years progressive heavy equipment maintenance required, one (1) of which was in a public transit environment
- Three (3) years prior experience in a supervisor or lead mechanic position
- Two (2) years technical degree or equivalent experience required
- Bachelor degree preferred (relevant job experience may be substituted for education)
- Additional training from mechanical/technical schools, courses or seminars desirable
- High school diploma or GED
- Experience with complex diagnostic computer equipment and software required
- Must have an in-depth understanding of the design, adjustment, and overhaul of medium to heavy duty braking systems, medium to heavy duty engines, Air suspension systems, Electrical, and HVAC
- Must be able to work amid constant interruptions, have ability to prioritize and be detail oriented
- Must have leadership skills and ability to mentor and provide instruction
- Must have good communication skills, ability to document questions and diagnostic information to management personnel, both verbally and in written format
- Demonstrated aptitude or competence for assigned responsibilities
- Demonstrated physical stamina and health

License and/or Certificates:

- Possession of a valid Class C, and the ability to obtain a valid Commercial Class A or B, driver's license, or the equivalent, with passenger endorsement and no air brake restrictions as required by the position within the first 60 days of employment.
- Must possess or be willing to obtain Certified Transportation Professional certification.

ABILITIES:

- Familiarity with OSHA, EPA standards, NIMS and ADA requirements
- Thorough knowledge and understanding of DOT and FTA rules and regulations
- Ability to interpret and explain regulations to others
- Strong written and oral communication skills
- Excellent presentation skills
- Knowledge of Microsoft Office application, particularly Word, Excel and PowerPoint
- Ability to administer policies, procedures, and rules
- Solid training experience in needs assessment and evaluation
- Ability to work with all levels within the organization
- Public transportation experience is a plus
- Must be flexible and available to work various shifts on weekdays, weekends, evenings, overtime and holidays

WORKING CONDITIONS/PHYSICAL EFFORT:

Occasionally work may be accomplished outdoors in extreme weather condition (hot and/or cold); regularly performs physical activities that require considerable use of the arms, hands,

and legs and moving the whole body, such as walking, standing, lifting, climbing, bending and handling materials; is frequently exposed to loud noise, fumes or airborne particles, toxic or caustic chemicals in a ventilated maintenance shop; may walk and/or stand for over six hours per day; works with personal computer (PC), laptop, complex electrical schematics, diagnostic software and various testing devices; may use electronic hand-held device (cell phone, two way-radio); works around heavy machinery.

ANALYSIS:

Gathers and interprets data dealing with complex problems and situations. Uses complex math. Require some mathematic analysis.

DECISION MAKING:

Makes or suggests non-routine decisions on a regular basis. Has responsibility for establishing departmental, project or program practices, procedures and policy with ED approval.

DEPARTMENT MANAGEMENT:

Requires ability to direct and manage a team including hiring and performance appraisal. Has some budget responsibility.

PROJECT MANAGEMENT:

Acts as project/program coordinator or project supervisor, working with more senior project manager. May also manage a small portion of larger projects with senior project management review.

COMMUNICATION LEVEL:

Requires ability to communicate detailed information either verbally or in writing. May make public presentations concerning project issues and recommendations. Answers questions and clarifies points.

BENEFITS:

District employees receive vacation and employee medical, dental, vision, life insurance and short term disability. The District contributes 8% of employee compensation into a Social Security replacement plan and 4% of employee compensation into a retirement plan. The employee can contribute voluntarily to a 457(b) deferred compensation plan.

APPLICATION PROCEDURE:

Any qualified person interested in this position should submit their application to DeDe Aspero, Tahoe Transportation District, P. O. Box 499, Zephyr Cove, Nevada 89448 or email to daspero@tahoetransportation.org.