

Job Description



Position: Maintenance Supervisor
Department: Operations/Maintenance
Reports To: Superintendent of Fleet Maintenance

Job Summary:

Supervises technicians performing servicing, preventative maintenance inspections, heavy maintenance and repairs, road calls, body repairs, and overhauls in a fixed maintenance facility. Supervises service attendants, maintenance mechanics/technicians performing servicing and cleaning, preventative maintenance inspections, road calls, state safety inspections, repairs, overhaul in a fixed maintenance facility. Keeps Superintendent of Fleet Maintenance, Director of Bus and Facilities and subsequent shift supervisors informed of personnel actions and vehicle/equipment maintenance needs.

Essential Job Functions:

- Responsible for the security of facilities during his shift.
- Coordinates the repairs of vehicles with outside agencies.
- Ensures compliance with HRT rules, regulations, and policies, and facilitates effective working relationships with employees and managers.
- Coordinates the effects for the needed shifts to insure sufficient numbers of buses for the Operations Department.
- Responsible for opening, closing, and filing Work Orders for his shift and logging Road Calls into the Vehicle Information Management system.
- Recommends, initiates, and evaluates innovative ways to improve fleet maintenance and the maintenance team concept.
- Develops and encourages the growth of the team spirit among personnel on his shift.
- Monitors implementation of the Tire Contract.
- Prepares and maintains appropriate maintenance daily and monthly reports and records.
- Recommends and provides training for maintenance personnel.
- Responsible for assignment of labor, which also includes daily review of time cards and submission of accurately completed time cards every two weeks.
- Prepares and monitors the work load for the shift to insure all vehicles are serviced, cleaned and ready for the next days pull out.
- Responsible for providing instruction and supervision to insure proper procedures are followed for the servicing, cleaning, and repairs of all fleet vehicles and components.
- Responsible for the bus/run assignments and mileage tracking.
- Inspects shop, servicing equipment, and machinery to insure proper and safe working conditions and supervises proper preventative maintenance on all equipment, submits repair orders to facilitate repairs when necessary.
- Coordinates the painting of vehicles and application of artwork for the adopt-a-bus program.
- Insures the fleet exhibits the appearance of a well-maintained, safe, transportation property. Accident damage, the effects of age on the body and decals, and vandalism damage will be kept to an absolute minimum.
- A coordinate the effort of the shop to identify new damage to the vehicles and prioritizes the repair efforts to those vehicles.
- Supervises and maintains the component overhaul shop and battery shop.
- All Maintenance Supervisors are required to attend a schedule Supervisory Training for Drug & Alcohol awareness, which is a done annually. FTA requires that HRT train supervisors who may make reasonable suspicion determinations to recognize the signs and symptoms of alcohol misuse.
- Supervises department staff as needed.

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- Manage records created and received in compliance with the Hampton Roads Transit Records Management Policy and Procedures.
- Responsible for maintaining a general awareness of HRT's EMS
- Responsible for handling all related job responsibilities in accordance to HRT's Environmental Policy, relevant EMS Standard Operating Procedures, and Emergency Management Plan
- Responsible for ensuring employees in their respective functional areas have adequate training and tools necessary to meet the requirements of the EMS procedures and SOPs
- Responsible for observing and evaluating required EMS competencies among employees in their respective functional areas

Examples of Duties (Duties listed are not intended to be all inclusive nor to limit duties that might reasonably be assigned)

- Develops and encourages the growth of the team spirit among personnel on his shift.
- May be required to work outside normal hours as assigned.
- Coordinates with the supervisors on other shifts to insure the goals and objectives of the shop and HRT are achieved.
- Performs regular preventative maintenance inspections on the shop air compressors, lubricant pumps, floor scrubber, all maintenance vehicles, and floor lifts.
- Keeps Manager of Fleet Maintenance informed on events happening during his shift.
- Maintains a clean and safe work environment at the Service Island.
- Rotates holiday duty with the other supervisors.
- Maintains one ZEP Parts Washer on the shop floor.
- Performs regular preventative maintenance inspections on the body shop air compressor, paint booth, brake lathes, transmission dynamometers, and battery room equipment.
- Insures used coolant is recycled in a timely manner and in accordance with all applicable local, state, and federal regulations.
- Maintains the Body shop and Unit Shop Parts Washers.
- Performs other duties as required.

Required Knowledge, Abilities and Skills essential to Job Functions:

Requires extensive experience in vehicle maintenance; must be highly motivated, able to maintain effective communications with all levels of management and labor; must be able to make sound maintenance decisions based upon technical experience and knowledge. Must have a Commercial Drivers License with a "P" endorsement.

Required Software Knowledge and Skills essential to Job Functions:

Proficiency in using computer systems and the listed software applications associated with performance of assigned work is essential. Basic problem solving skills associated with software applications used is expected. Software usage relevant to job duties will be evaluated.

Software applications:

MS Windows, MS IE, MS Office (Word, Excel, Outlook), Spear, Cummins Insight, ThermoKing, PeopleSoft, Adobe Reader, WinZip, Symantec

Qualifications:

Training and/or Education:

Minimum qualifications include: an associate degree in automotive maintenance or related fields, additional training and/or experience in vehicle maintenance, or any combination of experience and training which provides the required skills, knowledge, and abilities. Must have a Commercial Drivers License with an (A) endorsement.

Required Experience:

Minimum qualifications include: an associate degree in automotive maintenance or related fields, additional training and/or experience in vehicle maintenance, or any combination of experience and training which provides the required skills, knowledge, and abilities.

Licenses or Certificates:

Commercial Drivers License
"P" Endorsement B Class

Special Requirements:

None

FLSA Status:

Exempt

Physical Demands:

Work involves crawling, crouching to inspect repairs. Extended walking to supervise repair and maintenance activities. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Unusual Demands:

Work involves exposure to dirt and grease. Incumbents are on-call for emergencies. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work involves meeting multiple demands on a timely basis. Duties may require some seasonal overtime.

This job description summarizes the essential duties required for this position but in no way is inclusive of all duties. Other related duties may be assigned as needed by department head or supervisor. All changes must be requested through the Organizational Development or Human Resource Department.