



Vehicle Maintenance Supervisor

Purpose

Under direction of the Superintendent of Vehicle Maintenance, the Vehicle Maintenance Supervisor position is responsible for overseeing the day-to-day activities of a rail vehicle maintenance operation. This is done by coordinating, supervising and evaluating the activities of the vehicle maintenance staff.

Description

This position will be responsible for the assignment of work including scheduled, non-scheduled, regulated, and emergency repairs. This position will provide hands on supervision of the vehicle maintenance technician staff. This position will be responsible for work activities primarily on the Swing and Grave shifts, weekends, and holidays to ensure safe and efficient transportation to the public. This position is a working supervisor position with supervisory and limited budgetary responsibility.

Duties and Responsibilities include, but are not limited to the following:

Class specifications are intended to present a descriptive list of the range of duties performed by, and minimum requirements required of, employees in the class. Specifications are not intended to reflect all duties performed within the job. SMART reserves the right to determine and amend job responsibilities.

- Assigns and directs the work and activities of subordinate staff.
- Responsible for subordinates' adherence to department safety rules and compliance with Federal Railroad Administration regulations.
- Manages, monitors, coordinates and controls all aspects of vehicle maintenance programs, processes, resources and activities relating to regular and extra work projects.
- Monitors quality of work.
- Independently performs varied and complex inspection and diagnostic work.
- Reads and interprets schematics, service and safety manuals including schematic symbols, electrical drawings and circuit operations.
- Troubleshoots, diagnoses, repairs and/or overhauls electronic, electrical and mechanical systems for train sets and support equipment.
- Oversees and participates in vehicle maintenance.
- Reports on failures of components.
- Assures quality control using SMART's Maintenance Management Information System (MMIS) to maintain proper records and generate reports.
- Actively reviews and analyzes maintenance activity reports for trends in repairs, equipment failures and, parts usage; to determine if corrective action is needed.
- May perform Vehicle Technician duties as necessary.
- Assigns specific tasks to subordinate staff using the SMART work order system, including withdrawal of parts and materials from the storeroom and checks tasks upon completion for accuracy of work and closure of work orders. Actively supports ongoing skill building for Vehicle Maintenance Technicians by providing periodic classroom training for certification and skills enhancement.

- Prepares, issues and collects daily operational documents.
- Monitors performance of subordinate staff and ensures adherence to SMART, FRA, CPUC standards and regulations.
- Reviews and evaluates work and makes effective suggestions and recommendations.
- Safely operates train sets and other vehicles in the course of performing assigned duties.
- References parts catalogues and other sources to determine correct parts for specific applications.
- References manufacturer schematics (manual and online) to resolve maintenance issues.
- May be assigned Storeroom Supervisor duties.
- Maintains work area in a clean and orderly fashion.
- Safely operates equipment.
- Defines and Coordinates all equipment movements inside the Operation Maintenance Facility limits.
- Performs other related duties as required.

Qualifications, Skills, Knowledge and Abilities

Minimum Qualifications:

- Must possess a high school diploma, GED or recognized equivalent.
- Minimum five years' experience, with two years in a supervisory capacity, as a vehicle maintenance mechanic/technician in a rail vehicle maintenance environment.

Skill in:

- Interpreting and applying oral and written instructions in a consistent manner;
- Computer usage including the Microsoft Office Suite (Word, Excel, Outlook, Email);
- Reading and understanding manufacturer blueprints and schematics;
- Utilizing a maintenance management system;
- Highly technical rail vehicle maintenance.
- Supervision, vehicle maintenance, warranty administration, and FRA inspection compliance.

Knowledge of:

- Methods, materials, tools and equipment used in servicing, diagnosis, preventative maintenance, overhaul and repair of SMART vehicles and equipment;
- Principles of diagnosis and repair of passenger rail vehicles;
- Mechanical systems involving diesel engines, braking systems, heating systems, air conditioning systems, hydraulic transmissions, fluid systems, and electrical systems;
- Safe working practices, including techniques for safely lifting and moving heavy objects;
- Vehicle and equipment parts, accessories, parts assemblies and terminology;
- Federal Railroad Administration 49 CFR, Parts 229 and 238.
- OSHA and DOT Safety and regulations, including hazardous material handling and storage, and disposal;
- Basic supervisory principles and practices;
- General first aid and shop safety practices.

Ability to:

- Demonstrate leadership;
- Use hand tools to perform various equipment and vehicle maintenance activities.
- Learn the various components, supplies, equipment of SMART's vehicles;
- Read and understand blueprints, manufacturers schematics and parts catalogues;

- Carry out oral and written directions;
- Maintain accurate records and files;
- Identify and resolve problems;
- Operate a forklift and other equipment/vehicles safely;
- Possess a current Forklift Operator Certification or obtain one within sixty (60) days of employment;
- Successfully pass a pre-employment medical exam that uses the standards of the California Commercial Driver's License.
- Possess a valid California Driver's license or obtain one within sixty (60) days of employment;
- Demonstrate a Satisfactory driving record as defined below:
 - No more than two moving violations and/or "at fault" accidents within the last 3 years;
 - No "at fault" in a fatal accident within the past 5 years;
 - No leaving the scene of an accident within the past 3 years;
 - No DUI's or Reckless Driving codes within the last 7 years on the current DMV printout.
- Make logical decisions and sound judgments using common sense;
- Perform the physical requirements of the job;
- Plan, organize and establish reasonable priorities;
- Meet established productivity standards and deadlines;
- Manage workload effectively including multiple tasks and projects;
- Work in a team environment fully supporting the goals and objectives of the maintenance and rail operations;
- Create and maintain effective working relationships with those contacted in the performance of work duties and responsibilities;
- Demonstrate a high level of adaptability in a fast paced work environment requiring concentration, teamwork and attention to safety and detail;
- Make quick decisions within a framework of rules;
- Estimate parts and shop needs and supply requirements;
- Work in a constant state of alertness and in a safe manner;
- Work irregular work hours, early and late shifts, holidays and weekends;
- Understand, read and communicate (both orally and in writing) in Standard English;
- Be available for on-call responsibility for vehicle maintenance related problems.

Physical Work Environment

The physical demands and work environment are characteristic of a train, station, yard and maintenance environment; the essential functions and responsibilities of this position are performed in both a shop environment and possibly outside in various weather conditions around moving vehicles and equipment. Exposure to electrical, physical and mechanical hazards.

Physical Requirements

During the performance of the daily, weekly and monthly activities, this position may require prolonged periods in a stationary position, movement about the inside of an office, positioning self in various stances or postures in the performance of daily activities; This position may require repetitive operation using a computer keyboard or calculator involving repetitive motion of the wrists, hands or fingers; This position may require both near and far visual acuity to perform activities such as preparing and analyzing data and figures, transcribing, viewing a computer terminal, and/or extensive reading; This position may require expressing or exchanging information by means of the spoken word when dealing with clients, customers, or other

employees; This position may require perceiving the nature of sounds at normal speaking levels with or without correction and ability to receive detailed information through oral communication. The need to lift, drag, and push files, boxes, equipment, paper and documents weighing up to 50 pounds is also required. May be required to walk on uneven ground and may be exposed to extreme weather conditions and moving machinery while performing field work or inspections. Must be able to perform field inspections and investigations. Must have the visual acuity and hearing capability sufficient to perform the essential functions of the job

Position Details:

- Base hourly wage: \$46.81- \$56.91 per hour.
- There is a 12-month probationary period following appointment to this position.
- FLSA Status: Non-Exempt.
- A thorough background check will be required including, but not limited to: current and past employers, personal contacts, education verification. A credit report will be required for positions covered under Labor Code 1024.5
 - (A complete list of background checks documents will be provided upon request).
- Position subject to Hours of Service DOT and FRA Regulations.
- Position subject to DOT and FRA Drug and Alcohol Testing Regulations.
- A pre-employment physical, including a urinalysis drug screen, will be required.
- A pre-employment psychological screening, administered by a licensed/certified psychologist, will be required.
- This position is classified under the United State's Department of Transportation (DOT) and Federal Railroad Administration (FRA) as Safety Sensitive and/or regulated under Hours of Service. Under the DOT and FRA, employees in this classification are subject to pre-employment, random, reasonable suspicion, reasonable cause, post-accident, return-to-duty and follow-up drug testing and/or alcohol breath testing.

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