



Maintenance Supervisor

Department: Operations
FLSA Status: Non-Exempt
Work Schedule: 1st, 2nd or 3rd shift
Positions Supervised: Technicians

Job Status: Full Time
Reports To: Fleet Maintenance Manager
Amount of Travel Required: None
Revised: 7/2017

POSITION SUMMARY

This is a safety-sensitive position that supervises and coordinates activities of the technicians on their assigned shift.

ESSENTIAL FUNCTIONS

- Supervises, trains, and coordinates the work assignments of 8 - 15 employees in the Maintenance Department.
- Carries out supervisory responsibilities in accordance with Rapid policies and procedures, as well as applicable laws.
- Motivates employees involved in the maintenance and repair of fleet vehicles.
- Coordinates the work activities of subcontractors involved in the maintenance and servicing of vehicles.
- Inspects completed work and road tests vehicles to ensure quality of work performed and conformance to maintenance standards.
- Studies maintenance schedules, estimates work hour requirements for job assignments, schedules work for technicians.
- Provides assistance and guidance to technicians in analyzing and resolving work problems.
- Administers Collective Bargaining Agreement, acts as first line of dispute resolution.
- Coordinates activities with Parts Room to ensure that parts, equipment and tools are requisitioned in a timely manner.
- Maintains paperwork and computer files as needed for vehicles and equipment.
- Interacts courteously and professionally with customers, vendors, and fellow employees regarding vehicle repairs and other Maintenance Department business.
- Provides assistance to the Fleet Maintenance Manager in the overall administration of departmental responsibilities.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accuracy - Ability to perform work accurately and thoroughly.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Responsible - Ability to be held accountable or answerable for one's conduct while maintaining a professional attitude.

- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.

SKILLS & ABILITIES

Education:

Bachelors Degree (B.A.) from four-year College or appropriate trade school preferred. (Experience as outlined below may replace education).

Experience:

Three to five years of responsible experience in a vehicle maintenance operation and three years experience at a journeyman level in vehicular repair trade in either heavy-duty vehicles and motorized equipment, commercial transit equipment, or any combination thereof. Prior supervisory experience helpful, but not required.

Computer Skills

Basic computer skills with the ability to learn new programs as required.

Certificates & Licenses

All positions require valid Michigan Commercial Drivers License (CDL) with endorsements. See experience and qualifications for necessary licenses and certifications.

Other Requirements

Must pass Department of Transportation (DOT) pre-employment physical and drug screening. Demonstrated ability to read, comprehend and interpret technical service information and have technical and mechanical aptitude with diesel equipment

Physical Demands

Posture: Prolonged standing, short walking, various trunk positions have to be maintained for prolonged periods when performing repairs; sitting only during bus inspections and break periods. Requires normal trunk mobility, bending of knees, normal cervical mobility, full shoulder mobility, normal elbow/wrist/hand mobility.

Force Required: Lumbar lifting, (floor to waist) up to 85 pounds; cervical lifting (waist to overhead) up to 77 pounds; pushing/pulling isometric ally up to 62 pounds; dynamically 32 pounds; carrying up to 62 pounds.

Repetitions: Aforementioned tasks are occurring throughout the workday in repair of buses. Employee is required to perform job duties in accordance with existing health and safety procedures and policies.

Employee Signature: _____ Date: _____

The Rapid has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and The Rapid reserves the right to change this job description and/or assign tasks for the employee to perform, as The Rapid may deem appropriate.