

**Sunset Empire Transportation District**  
**Job Description**

**Maintenance Supervisor**

**Position Overview**

Under the direct supervision of the Operations Manager/Deputy Executive Director, oversees the repair and maintenance of all District vehicles, equipment, and buildings. Supervises shop personnel including Mechanic/Maintenance Tech, Assistant Mechanic and Lot Attendant. This position is a safety sensitive position and requires a pre-employment drug test and random testing for drug/and or alcohol.

**Reporting Relationships**

The Maintenance Supervisor reports directly to the Operations Manager/Deputy Executive Director.

**Typical Duties**

1. Supervise shop personnel.
2. Establish and administer a preventative maintenance program for all District vehicles, equipment, buildings.
3. Develop and maintain a vehicle record system to track all maintenance/repair activities by vehicle/asset.
4. Ensure adequate equipment readiness to support Operations.
5. Assign Vehicles to their daily routes.
6. Develop and administer effective inventory control procedures to manage District's repair parts and supplies.
7. Advise the Operations Manager/Deputy Executive Director on the status on all vehicles and equipment.
8. Oversee the maintenance of SETD's buildings and bus shelters; manage outside contractors as necessary.
9. Maintain logs of all eye wash stations, fire extinguishers, safety lights and the shop lifts.
10. Determine whether repairs are to be done in house or outsourced based on cost and efficacy.
11. Ensure that facilities are kept clean, grounds are tidy and well-trimmed, and appear well maintained.
12. Other duties as required.

**Qualifications**

1. Education- High School Diploma or G.E.D.
2. Experience- Three years experience in repair and maintenance of transportation equipment, including experience in diesel equipment repair; air brake maintenance and repair a plus.
3. Certifications needed: Class B Commercial Drivers License with airbrakes and passenger endorsement, DOT Medical Examiners Certificate; ASE brake repair certification preferred.
4. Ability to read and understand maintenance manuals, electrical diagrams, and diagnose electrical systems.
5. Knowledge of gasoline and diesel-powered vehicle and equipment maintenance and repair
6. Ability to follow written and oral instructions and exercise independent judgment.
7. Ability to lift 50 lbs.

**Working Environment**

This position performs maintenance and repair tasks both in the District shop and in the field. The individual in this position is frequently exposed to a variety of hazardous materials and noise.

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_