

## BUS MAINTENANCE SUPERINTENDENT

### NATURE OF WORK

This is responsible administrative and supervisory work directing the overall operation of a large municipal bus garage including the mechanical maintenance and repair of transit fleet vehicles.

Work involves responsibility for developing, implementing and evaluating policies, procedures and objectives to improve the operating efficiency of a transit fleet operation thereby reducing the total cost of and turnaround time for vehicle repairs. Work also includes developing, implementing and maintaining an effective inventory control system ensuring necessary parts are available to meet vehicle repair demands; estimating the total cost of future labor and materials required; and ordering vehicle parts and equipment necessary to meet operational requirements. General supervision is received from an administrative superior with work being reviewed in the form of reports submitted and results achieved. Supervision is exercised over subordinate Bus Mechanics and Bus Service Workers. An employee in this class is expected to provide for effective employee and labor relations and to resolve complaints and grievances within the confines of negotiated labor agreements and in conjunction with union representatives.

### EXAMPLES OF WORK PERFORMED

Develops and implements performance objectives to achieve and ensure most efficient use of time, staff and available resources; estimates the total cost of future labor and materials required in order to monitor effectiveness of established performance objectives.

Develops and implements an effective inventory control system; orders necessary vehicle parts and related equipment; maintains appropriate records and prepares reports regarding the overall operation of a large municipal bus garage.

Prepares preliminary budget requests and monitors budget expenditures as they relate to garage operations.

Develops and implements a preventive maintenance program in order to reduce the total number and cost of vehicle repairs.

Provides for effective employee relations; resolves employee complaints and grievances within the confines of negotiated agreements; confers with union representatives relative to garage operations as deemed appropriate.

Supervises subordinate Bus Mechanics and Bus Service Workers engaged in the mechanical maintenance and repair of transit fleet vehicles.

Performs related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the managerial principles, practices and techniques as they apply to the operation and the mechanical maintenance and repair of a large municipal transit fleet.

Considerable knowledge of the total operation of a service garage involved in the maintenance and repair of transit vehicles including developing methods of cost control, preventive maintenance and effective inventory control.

Considerable knowledge of the various types of equipment and facilities necessary for the mechanical maintenance and repair of a large municipal transit fleet.

Considerable knowledge of the construction, assembly and maintenance of automotive and diesel equipment.

Ability to plan, assign, supervise and review the work performed by subordinate Bus Mechanics and Bus Service Workers.

Ability to prepare future cost estimates of labor and material requirements for fleet maintenance.

Ability to maintain appropriate records, files and related documents necessary to provide for the efficient operation of a large municipal transit fleet.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with subordinates, co-workers, union representatives and the general public.

#### MINIMUM QUALIFICATIONS

Graduation from high school or equivalent plus four years of experience at the journey mechanic level involving six months of supervisory experience; or any equivalent combination of training and experience that provides the required knowledge, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

When operating equipment that falls under the Nebraska Commercial Driver's License (CDL) status, the employee is required to possess and maintain the proper license and endorsement.

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