



Sacramento Regional Transit District
Director, Bus Maintenance

SALARY	\$131,268.00 - \$183,756.00 Annually	LOCATION	1323 28th Street Sacramento, CA
JOB TYPE	Full Time	JOB NUMBER	2024-00294IE
DEPARTMENT	Bus Maintenance	OPENING DATE	07/16/2024
RECRUITMENT TYPE	Internal/External		

Description

THIS POSITION WILL REMAIN OPEN UNTIL FILLED. APPLICATIONS ARE REVIEWED AS RECEIVED, AND INTERVIEWS WILL BE SCHEDULED FOR MOST QUALIFIED CANDIDATES, AS APPLICATIONS ARE REVIEWED

The purpose of this position is to oversee tasks in vehicle and equipment maintenance, including Compressed Natural Gas (CNG) bus fleet and other diesel, gas, hybrid, battery electric / zero emission - powered revenue and non-revenue vehicles, problem solving and mediating highly conflicting, unexpected, and unusual problems involving multiple groups, and providing direction and leadership to personnel in functions of vehicle and equipment maintenance. This is accomplished by directing staff, delegating shift work assignments, resolving labor relations issues, administering collective bargaining agreements, and resolving work performance, attendance, and other conduct issues of staff. Other duties include participating on committees and assisting during emergency situations.

Examples of Duties

- Performs departmental administration by directing supervision of staff performing bus vehicle maintenance and repair functions, delegating shift work assignments, monitoring individual staff member performance, developing, monitoring and maintaining departmental budget, planning overtime work based on the needs of the service and the operating budget, analyzing current and past expenditures to develop the departmental budget, formulating and monitoring capital projects and grants, approving departmental purchases, reviewing shift operation reports to determine the work performance of employees, assisting with the administration of the labor contract and department labor issues, maintaining, updating, and editing maintenance forms and records, and traveling to represent the District's interest in bus maintenance related matters.
- Oversees vehicle and equipment maintenance by working with employees to identify mechanical problems, coordinating vehicle maintenance and repair with departments, formulating vehicle repair and modification campaigns, planning maintenance schedules, coordinating the selection and purchasing of staging parts for vehicle campaigns, analyzing department performance data and implementing methods of increasing efficiency and reducing costs, and developing policies and procedures.
- Attends meetings on a variety of topic involving other departments and agencies.
- Participates in the development of specifications for new vehicle procurements, involving both revenue and non-revenue vehicles. Manages technical elements of the procurement.

Minimum Qualifications

A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. SacRT reserves the right to determine the equivalences of education and experience.

Education: Bachelor's degree or equivalent in Business Administration, Public Administration, Management or a related field.

Experience: A minimum of seven (7) years of progressively responsible experience in public transportation, with four (4) years of experience in a bus maintenance environment, and three (3) years of supervisory experience.

Certification & Other Requirements: Possession of a valid driver's license is required with the ability to obtain and maintain a valid California Class C driver's license.

Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.

Filing Instructions/Supplemental Information

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application is required for this position. Applications, job announcements, and copies of the complete job description are available at our website at www.sacrt.com.

A completed employment application and proof of education, as outlined above, must be submitted online. This position will remain open until filled. Applications are reviewed as received, and interviews will be scheduled for most qualified candidates. SacRT will not process incomplete applications. Resumes are not accepted in lieu of an application but may be included with the application. For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

**SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.
SacRT is an Equal Opportunity EOE Employer - Minorities/Women/Disabled/Veterans.**

This position falls under Management and Confidential Employee Group (MCEG).

#ZR

Agency

Sacramento Regional Transit District

Address

1400 29th Street

Sacramento, California, 95816

Phone

9165560298

Website

<http://www.sacrt.com/>

Director, Bus Maintenance Supplemental Questionnaire

*QUESTION 1

Describe, in detail, your progressively responsible experience in public transportation. In your response, include the employer and number of years/months you performed the function.

*QUESTION 2

Describe, in detail, your experience in a bus maintenance environment. In your response, include the employer and number of years/months you performed the function.

*QUESTION 3

Please describe your experience administering collective bargaining unit contracts and managing a union shop. In your response, include the employer and number of years/months you performed the function.

*QUESTION 4

Describe, in detail, your experience supervising and directing staff, including details on the oversight you provided. In your response, include the employer and number of years/months you performed the function.

* Required Question