



Position Title: Diesel Bus Mechanic Shift Supervisor
Classification: Non-Exempt
Location: Maintenance – 8800 Corridor Road, Annapolis Junction, MD
Reports To: AGM of Maintenance
Date Updated: November 5, 2020

ABOUT US

The Transit Management of Central Maryland (TMCM) d/b/a the Regional Transportation Agency (RTA) manages and operates public transportation in Anne Arundel County, Howard County, northern Prince George's County, and the City of Laurel. RTA employs 170 administrative and operational staff out of our Annapolis-Junction location.

JOB DESCRIPTION

The RTA is actively seeking experienced Maintenance supervisors to cover three shifts. These individuals will manage the work of mechanics and supervise the maintenance for our fleet of 80 transit buses and service vehicles.

This position requires the level of knowledge and skills necessary to diagnose and repair automotive, transit, and commercial vehicles and equipment. Must have knowledge and ability in the use of hand tools, diagnostic equipment, laptops, scan tools, gauges, micrometers etc. Shift Supervisors are required to create, monitor, update and close repair orders in the Company's management system and ensure that employees are using the system effectively. Knowledge and skills using Microsoft computer programs such as Word, Excel, and Power Point are necessary. This individual must have the ability to effectively lead, work and communicate with employees and customers, and ensure repairs and maintenance are performed in a timely and efficient manner. Requirements also include daily safety inspections, with minimal reworks, and maintaining production standards. Particular attention will be on timeliness and *quality* of repairs. Shift supervisors will also be responsible for managing and leading service lane employees.

KEY RESPONSIBILITIES, INCLUDING, BUT NOT LIMITED TO:

Knowledge, Skills and Abilities:

- Demonstrates behaviors that are consistent with standards for professional and ethical conduct
- Must know how to diagnose and accurately perform all phases of vehicle repairs, in order to manage the work of those who perform these tasks:
 - Remove, clean, repair, reinstall and adjust vehicle components:
 - Engine repair and diagnosis
 - Engine emission components (State certification)
 - Driveline components
 - Electrical/ electronic components

- Brakes/suspension/steering/exhaust
 - Cab/chassis
 - Hydraulic diagnosis and repair
 - Heating, Ventilation & Air Conditioning
 - Proficiency in various scan tools and laptops
- Ensure work orders are generated and properly completed for all work performed
 - Select appropriate, effective course of action for repairs
 - Evaluate completed work prior to release and road test vehicles as necessary
 - Ensure safe use of power and hand-held tools, ensure shop safety protocols are followed, shop is clean and organized, tools/equipment are properly stowed after shift and environmental regulations are adhered to
 - Assign, monitor and approve all work performed by the designated team
 - Perform road calls and emergency services as necessary
 - Move vehicles safely between job and work area
 - Communicate professionally with customers, team members and supervisors
 - Actively participate and/or administer in safety or educational training as required
 - Will be responsible for prioritizing work load and distribution of work as well as advising the proper repair procedures through clear and concise communication.

QUALIFICATIONS:

Minimum Qualifications:

- Candidates must have a high school diploma, or equivalent.
- A/C 609 certification required.
- Must have a valid CDL driver's license with P endorsement and airbrakes.
- Must have an appropriate mechanic's tool set.
- Minimum of three (3) years direct automotive, heavy equipment or transit repair experience.
- Must have demonstrated experience monitoring and meeting PM schedules and operating automotive repair shop equipment.
- Must have excellent communication skills, bringing demonstrated abilities of building solid relationships with superiors, peers and subordinates.

Special Requirements:

- This position requires a minimum of three (3) ASE Heavy Duty/Transit related certifications. These certifications must be obtained *within the first six (6) months* of employment. New Shift Supervisors are strongly encouraged to obtain their Heavy Duty/Transit ASE Master certification within their first two (2) years of employment through progressive testing.
- Forklift certification must be achieved within one (1) year of employment.

Physical Requirements & Working Conditions:

- Incumbent must be able to move about the office and between floors; utilize standard office equipment; access filing system/cabinets; and communicate effectively and efficiently in person or by telephone.
- Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, climbing ladders/stairs/ramps or scaffolding, and using tools and equipment that require a high degree of manual dexterity.
- Required to sit, stand, walk, use hands and fingers, handle, feel, speak, hear, to reach with hands or arms, climb or balance, stoop, kneel, crouch or crawl, and smell. Must be able to lay on back on a mechanic's dolly to work underneath motor vehicle equipment.
- Must regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Employee must be free of any conditions, which result in temporary loss of consciousness or ability to reason.
- Work is performed with exposure to noise, chemicals, noxious odors, gases, poor ventilation, inclement weather, dirt, grease, dust, and machinery with moving parts requiring use of protective devices.

Right to Revise:

This job description is not meant to be all-inclusive, and the company reserves the right to revise this job description as necessary without advance notice.

The duties and expectations herein are intended to describe the general nature and level of work being performed by employees. They are not to be construed, as an exhaustive list of responsibilities, duties, and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

We provide equal employment opportunities to all employees and applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment.