



# CITY OF GARDENA

## CAREER EMPLOYMENT OPPORTUNITY

### TRANSIT MAINTENANCE MANAGER

#### (OPEN/COMPETITIVE)

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
\$7,243	\$7,605	\$7,985	\$8,384	\$8,803	\$9,243

**Filing Deadline: Monday, November 28, 2016 @ 4:00 p.m.**

**Salary:** The salary range is based on a 6 step merit system with new employees hired at the first step with progression to the second step upon successful completion of a probationary period, with an annual review thereafter. Cost of Living Adjustment (COLA) is negotiated with the representative labor group and is separate from merit steps.

**Vacation:** 10 days per year, increasing with years of service.

**Management Leave:** 40 hours per calendar year.

**Holidays:** 12 fixed holidays per year plus additional 20 hours of floating holiday.

**Sick Leave:** 10 days accumulated per year with no maximum accumulation

**Retirement:** The City participates in the Public Employees Retirement System and currently pays 3.5% of the employees 7% contribution towards retirement (2% @55); no Social Security. New hires not already members of CalPERS will be enrolled according to PEPRA2013 (2%@62).

**Health Insurance:** Medical, vision, prescription and dental coverage is provided. City currently plays the premium for employee plus on dependent. Management employees may receive up to \$1,000 over a 2 year period for physical examinations.

**Life Insurance:** Group Term Life Insurance policy @ 1.5 times annual salary, paid by the City with optional coverage available.

**Tuition Reimbursement:** \$1,500 per fiscal year for tuition and books for approved courses.

**Deferred Compensation:** Available to interested employees; no City match.

**Credit Union:** Savings and loans services are available through the South Bay Credit Union.

#### THE POSITION

Under direction of the Transit Operations Officer, plans and manages the operations of the Transportation Department's Maintenance Division, including responsibility for preventive maintenance and repair to ensure that operations meet the objectives of GTrans and the City. Coordinates, supervises, monitors and directs, the activities of staff performing vehicle maintenance work. Oversees motor coach cleaning operations; maintenance and repair of buses and various light and heavy vehicles and equipment; and transit procurement activities. Directs the purchasing of parts and other maintenance materials. Provides leadership to assigned personnel; performs related work as required.

#### ESSENTIAL DUTIES

- Provides direction and manages the operation and staff of the Maintenance Division by setting goals and objectives, and by establishing performance and financial standards.
- Organizes, coordinates, oversees and monitors the work of staff engaged in the repair, overhaul and maintenance of gasoline, diesel, electrical and natural gas (NG) powered vehicles and equipment; interior and exterior cleaning of buses; and centralized purchasing activities for GTrans. Assigns work activities, evaluates work products and meets with staff to identify and resolve problems.
- Develops, reviews and approves policies and procedures for vehicle repairs, cleaning, servicing, maintenance training, and related operation activities i.e. responsible for meeting safety requirements, operational efficiency, and financial and managerial objectives.
- Inspects and diagnoses engine, mechanical and structural problems in automotive, transit buses and heavy equipment.
- Determines repairs to be made and inspects jobs in progress using modern testing equipment.
- Monitors and evaluates service delivery methods and standard operating procedures to improve the efficiency and effectiveness of the transit vehicle cleaning program, preventive maintenance schedules of vehicles, equipment; and related purchasing and warehousing activities.
- Prepares bid specifications, requests for proposal, contracts and other supporting documentation for vehicle and facility maintenance programs.
- Develops fleet replacement schedules, vehicle specifications, repairs and upgrades. Develops specifications for parts and vehicle maintenance equipment.
- Conducts a variety of organizational studies, investigations and operational analyses regarding vehicle cleaning programs, maintenance problems, equipment replacement strategies and applicable policies and procedures, and makes recommendations.
- Oversees the implementation of the GTrans alternative fuel program.

**The Gardena Community:**

Located just 13 miles south of metropolitan Los Angeles in the South Bay area of Los Angeles County, Gardena is strategically located near the intersection of the Harbor (110), San Diego (405) and Gardena (91) Freeways. Gardena is a General Law City, incorporated in 1930, and operates under the Council-Manager form of government with five City Council Members elected at large. The City Clerk and City treasurer are also elected. Gardena encompasses 5.95 square miles with an ethnically diverse population of approximately 62,000. Gardena, the "All-America City," is a mixed residential and business community with City government that prides itself in providing a full range of quality services to the community.

**Immigration Reform & Control Act of 1986:**

In compliance, all new employees are required to provide documentation verifying identify and entitlement to work in the United States.

Provisions of this bulletin do constitute an expressed or implied contract.

Any provisions contained in this bulletin may be modified or revoked without notice.

Membership in the Gardena Management Employees' Organization is optional.

**ESSENTIAL DUTIES (cont.')**

- Oversees the preparation of work orders, requisitions and the ordering of parts, materials and supplies. Prepares cost estimates, monitors expenditures, prepares and administers the division budget and implements cost-effective changes where appropriate.
- Ensures that department vehicles are in compliance with applicable Federal, State and Local laws, rules, and other regulatory programs.
- Approves procedures for receipt, storage use and distribution of equipment, parts and materials. Establishes and supervises the inventory control program.
- Enforces safety regulations and trains employees on safety procedures and applicable work hazards.
- Receives and responds to difficult and sensitive inquiries and complaints. Coordinates and oversees the investigation and resolution of complaints.
- Negotiates with vendors to ensure contract requirements meet vehicle maintenance needs within financial and time constraints. Administers equipment warranty programs and ensures that proper warranty reimbursement is applied for and received.
- Prepares and maintains a variety of records and reports including financial reports.
- Oversees the completion and adherence of all maintenance audits.
- Applies and explains Memoranda of Understandings (MOUs) and the Department's policies and procedures. Monitors regulatory requirements for compliance with applicable Federal, State and local laws and regulations. Participates and assists in labor negotiations processes.
- Assists with the administration, preparation and/or writing of Standard Operating Procedures, RFP's, contract administration, applications for grants and subsidies, and personnel related matters.
- Resolves personnel issues and problems; recommends and implements employee discipline. Identifies and implements training and teambuilding programs and operational processes to enhance the Department's morale and service delivery capabilities.
- May drive a bus on streets/highways if/when needed.
- Performs other related duties as assigned.



**ORGANIZATIONAL RESPONSIBILITIES**

The Transit Maintenance Manager reports directly to the Transit Operations Officer who outlines work and periodically reviews work in progress and upon completion. This is a management position within the Transportation Department and is responsible for the overall operation of a full service garage facility and the supervision of a number of transit mechanics, apprentices, equipment utility workers and other support staff.

Exercises leadership and administrative supervision over division staff, outlining work assignments, occasionally reviewing work in progress and periodically reviews completed work.

## **EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, Transportation Management or a closely related field.

Four (4) years of recent, paid and progressively responsible journey level work experience in maintenance operations involving the cleaning, maintenance and repair of buses and various light and heavy vehicles and equipment, and facilities maintenance related work. At least three years of the recent, paid work experience must have included supervisory responsibilities in a public agency transit system. Additional recent, related work experience may be substituted for the educational requirement on a year for year basis (successful completion of 30 units or 45 quarter units is equal to one year of the additional required work experience).

**Must submit a copy of college level transcripts or diploma. Applicants who indicate receipt of college level coursework or degree from a foreign institution must provide United States credential equivalency verification along with a copy of your college diploma or transcripts.**

## **KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:** principles and practices of public transportation services; operations, services and techniques of maintenance and repair of light and heavy diesel, gasoline, electric and natural gas vehicles and equipment; Electrical, hydraulic, and air conditioning systems; principles and practices of preventive maintenance; techniques and overhauls experience; general facilities maintenance, repair and maintenance materials, tools and procedures; materials and methods used in cleaning various surfaces; methods and techniques of record-keeping and scheduling; report writing techniques including RFP's and scope of works; principles and practices of budget preparation and administration; methods and techniques of contract administration; applicable federal, state and local laws, codes and regulations governing public transportation; occupational hazards and standard safety practices; Natural gas station operation and fueling procedures; complaint resolution procedures; progressive disciplinary processes; effective supervisory and training techniques; effective customer service techniques.

**Abilities to:** select, supervise and evaluate the work of staff; motivate, train and develop assigned staff; communicate effectively, both orally and in writing; organize and prioritize work; analyze situations, identify problems, and recommend alternative solutions; safely operate electrical and electronic equipment, hand and power tools; diagnose mechanical problems and direct mechanical repair and adjustment; prepare cost estimates and bid specifications; interpret, apply and communicate laws, rules and regulations, department policies and procedures, budgets and labor agreements; develop and implement policies and procedures; prepare and maintain accurate records and reports.

**Skills in:** Supervising multiple staff members; organizing, interpreting and presenting information orally and in writing; interpreting mechanical diagrams, technical manuals and building plans; using a personal computer and applicable software applications; working effectively with others; establish and maintain effective and cooperative working relationships with City employees, vendors, outside agencies and the general public; provide effective customer service to internal and external customers.

## **SPECIAL CONDITIONS**

Designated Management-level position;

Must file a Statement of Economic Interest (Form 700) with the City Clerk's Office;

Subject to background checks and verifications;

Must be able to pass a job-related medical exam that includes pre-employment drug and alcohol testing;

Designated safety sensitive position as defined by the Federal Department of Transportation (DOT), Federal Transit Administration (FTA);

Position requires random drug and alcohol testing as required by the DOT/FTA.



## **LICENSE**

Must be able to obtain a valid Class B California Driver's License with Passenger and Airbrake Endorsement within 120 days of employment. **A current (within the past 30 days) H6 printout is required upon submission of Employment Application.**

## **PHYSICAL CONDITIONS**

Work is generally performed indoors in an office environment. The incumbent may be required to perform field work which includes exposure to changing weather conditions, moving equipment, noise, vibrations, oil, grease, high electrical voltage, flammable liquids and gaseous fuel. Physical demands include long periods of sitting, standing, kneeling, bending, twisting, walking, climbing, reaching and grasping; may require repetitive motion in the use of a computer and monitor; may require lifting and/or moving heavy boxes and/or equipment up to 60 pounds. Work includes visiting City facilities and other work locations and attending off-site meetings. Required to work evenings and/or weekends, special events or holidays.

## **SUPPLEMENTAL QUESTIONS**

Please limit your responses to one page per answer.

1. Describe your professional level experience in bus maintenance operations, including your experience in managing bus maintenance operations with around the clock shifts. Explain your role, level of responsibility, number and type of employees supervised and budget size.
2. Describe your experience in monitoring fleet and maintenance efficiencies, practices and reliability, and the use of key performance indicators as a measurement tool. Cite examples of each.

## **FILING, SELECTION & TESTING PROCESS**

To apply, submit a letter of interest, along with a resume, a completed City of Gardena Employment Application, Proof of Bachelor's and/or Master's degree, Supplemental Questionnaire, **AND** H6 printout to the Human Resources Office; address listed below.

**Applications submitted to any other office will be rejected unless otherwise directed.** Incomplete or illegible applications will be rejected. No copies, FAX or email copies. We do not make copies of applications or certifications. Please come prepared with all applicable materials for submission. Postmarks are not accepted. All applications will be reviewed and only those that demonstrate the best combination of qualifications and experience in relation to the requirements of the position will be invited to participate in the examination process.

The examination may consist of a written exam, skill or practice test, and/or an oral interview. The examination process may be changed as deemed necessary by the City Human Resources Officer.

### **AN EQUAL OPPORTUNITY EMPLOYER**

The City of Gardena does not discriminate on the basis of race, religion, color, national origin, ancestry, disability, marital status, age, sex or sexual orientation. The City of Gardena maintains and enforces a zero-tolerance policy relating to substance abuse and maintains a smoke-free workplace.

**SUBMIT APPLICATIONS TO: CITY OF GARDENA—HUMAN RESOURCES OFFICE**



@cityofgardena



facebook.com/gardenacityhall

**1700 W. 162ND STREET, GARDENA, CA 90247**

**Human Resources Office: (310) 217-9688**

**[www.cityofgardena.org](http://www.cityofgardena.org)**

**24 HR Job Hotline: (310) 217-9515**

