



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
JOB POSTING #2024-20.**

CLOSING DATE: OPENED UNTIL FILLED

Job Title: Vehicle Maintenance Supervisor

FLSA Status: Exempt

Work Location: 5658 Bear Lane

Department: Vehicle Maintenance

Reports To: Director of Maintenance

Grade: 26 **Salary:** \$32.08 - \$52.30
(Min-Max)

Work Schedule: 1st Shift – 8:00 am – 4:30 pm
2nd Shift -4:00 pm – 12:30 am

All shifts have various days off.

General Summary: Working under the general direction of the Director of Maintenance, assists in managing the CCRTA's vehicle fleet maintenance programs. The program scope includes vehicle repair, preventive maintenance, employee productivity and effectiveness, budgeting, training, and safety programs.

Essential and Marginal Job Functions: Essential and other important responsibilities and duties that must be performed, with or without reasonable accommodation may include, but are not limited to, the following:

- Assists the Director of Maintenance in the development, implementation, and oversight of directives, policies, programs, procedures, and operations of the department.
- Assists in developing systems to implement analytical systems and specific programs/procedures for monitoring all aspects of the CCRTA vehicle maintenance program to assure fleet reliability and cost containment.
- Uses data to develop and recommend program changes to correct adverse trends, enhance fleet and/or workforce performance, and achieve established department goals.
- Assign daily work to subordinates and review work productivity of mechanics.
- Reviews daily defect cards for buses and coordinates required repairs.
- Assists the Director of maintenance in all facets of short and long-range budget planning, preparation, and execution.
- Performs necessary employment-related functions, including performance evaluation, counseling, discipline, and settling grievances.
- Maintains constant open communication with the Director of Maintenance, Assistant Director of Maintenance, and Shift Supervisors regarding the status and progress of department activities and ensures timely consultation on priority items.
- Performs shift supervision on a rotational basis with other department shift supervisors.
- Completes all required reports and records in a timely and accurate fashion.
- Enforces Corpus Christi Regional Transportation Authority policies and procedures.
- Establishes and maintains effective professional working relationships with those contacted in the course of work.
- Wears personal protective equipment and complies with safety regulations.
- Maintains confidentiality and interacts with others in an effective professional manner.
- Performs other duties as assigned.

Qualifications include:

Knowledge, Skills & Abilities:

- Vehicle maintenance and repair principles, procedures, methods, and techniques of major vehicle systems.
- Automated fleet management systems.
- Alternative fuel technologies.
- Environmental safety laws and regulations.
- Standard safety procedures and precautions.
- Maintains a dependable attendance record.
- Demonstrated superior verbal and written communication skills.
- Demonstrated problem-solving skills.
- Correct English usage, spelling, and vocabulary.
- Comply with local traffic, DOT, and FTA regulations concerning the operation of CCRTA vehicles and adherence to the safety-sensitive position.

- Manage a large group of employees.
- Manage a multi-vehicle repair and maintenance program.
- Interact courteously and effectively with a diverse internal customer base.
- Work immediately before, during, or immediately after an emergency as required as part of the CCRTA's Emergency Response Team to provide emergency services to the public during emergencies.
- Willingly foster a positive work environment.
- Exercise independent judgment and responsible decision-making.
- Understand and follow oral and written instructions.
- Comply with Corpus Christi Regional Transportation Authority policies and procedures.
- Provide hands-on, positive leadership and coaching skills through team building.
- Read and interpret service and instruction manuals.
- Proficiency with computer word processing, database, and spreadsheet programs.

Physical Requirements:

This position requires strong mechanical ability. Standard physical activity includes, but is not limited to, standing, and walking activities. Essential and marginal functions require the ability to bend, kneel, squat, and twist safely. Work requires lifting up to 60 lbs.

Working Conditions

While performing the duties of this job the employee will predominantly work in a shop environment. The employee is exposed to extreme weather conditions and wet and/or humid conditions; moving mechanical parts; high, precarious places, and high noise levels. Employees will work in an environment where there is a risk that they will be exposed to chemicals and fumes. Shift work including nights, holidays, and weekends is required. An average amount of overtime and extended work hours are required. Work assignments are based on seniority. The noise level in the work environment is moderate to high.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. It is the CCRTA's business philosophy and practice to provide reasonable accommodation to the known physical or mental disabilities of qualified individuals, according to applicable state and federal law and may be made to enable individuals with disabilities to perform essential functions. To request reasonable accommodation regarding your application for employment or the performance of the essential functions of your job, please contact the Human Resources Department at (361) 903-3524.

Experience and Training Requirements:

This position requires any equivalent combination of training, education, and experience that provides the individual with the necessary knowledge, skills, and abilities to perform the job.

- **Education:** Associate degree in Business or related field. ASE-certified in electrical systems and/or engines.
- **Experience:** Minimum of five (5) years directly related experience with hands-on experience as a bus technician or journeyman mechanic including two (2) years of management/supervisory experience in bus fleet maintenance management and/or quality assurance.
- **License or certificate:** Must possess a valid Texas Driver's License and be able to obtain, within 60 days of hire, and maintain a Class B CDL with the appropriate endorsements to operate a bus in service. ASE certification in electrical systems and/or engines is preferred.
- **Other Requirements:** Must be at least 21 years of age. Any job offers and continued employment are contingent upon completing and passing a pre-employment job agility evaluation, Department of Transportation physical, drug and alcohol screen, and background investigation with not more than two moving violations or accidents in the past three years, no more than one DWI/DUI in a lifetime, and no DWI/DUI in the past five years.

CCRTA is proud to be an Equal Employment Opportunity Employer, supporting diversity in the workplace. M/F/D/V