

TRANSIT MECHANIC SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the supervision of the maintenance and repair of diesel coaches and related tools and equipment. The incumbent supervises the work of all employees (Senior Transit Mechanics, Transit Mechanics, Transit Mechanic Helpers) engaged in the maintenance of this equipment on an assigned shift. The position may involve participating in maintenance activities; however, this would normally occur in a training or emergency situation. The work is performed under the general direction of the Director of Transit Maintenance with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assigns and oversees the activities of subordinate personnel involved in the repair and maintenance of coaches and equipment;

Orally instructs mechanics in the activities and tasks to be performed and answers their questions regarding procedures and techniques;

Observes work in progress and that which is completed to ensure adherence to instructions, guidelines, and schedules;

Ensures adherence to periodic bus maintenance schedules established by the Director of Transit Maintenance;

Supervises the inspection, repair, maintenance and overhaul of automotive and auxiliary equipment;

Provides direction and guidance in maintenance work to subordinate staff;

Trains new employees in the use of tools and equipment and in the use of maintenance techniques, County policy and work rules;

Evaluates on-going activities, considers practical improvements and makes pertinent recommendations to the Director of Transit Maintenance;

Maintains records on such items as oil changes, inspections of coaches, schedules maintenance and unit replacement;

May make road calls only in the case of emergency, for the purpose of returning a disabled coach safely to the garage, and if possible, repairing it at the scene;

Requisitions parts and supplies for the transit garage when necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of standard automotive repair methods, terminology and tools of the trade, especially as they relate to diesel coaches;

Good knowledge of the operation, maintenance and repair of transit equipment;

Good knowledge of safety and preventive maintenance procedures relating to diesel coaches;

Good knowledge of the principles and practices of supervision;

Good knowledge of computer use, for the day to day operation of transit business as well as a laptop for trouble shooting and diagnostic diesel repairs;
Good knowledge of the principles and practices of training techniques;
Good knowledge of any laws, regulations, standards and safety practices relative to the maintenance of a diesel coach;
Skill in the operation of a diesel coach;
Skill in working from plans, specifications and rough sketches;
Skill in the use of tools used for the maintenance and repair of automotive equipment;
Ability to analyze mechanical and operating problems from test runs, the Coach Operator's written and oral reports, and the preventive maintenance sheets;
Ability to communicate effectively, both orally and in writing;
Ability to plan and supervise the work of others;
Ability to read and interpret written material;
Ability to establish and maintain successful working relationships with others;
Manual dexterity.

MINIMUM QUALIFICATIONS: Six years of experience in the repair and maintenance of heavy automotive equipment including diesel, which must have included one year in a supervisory capacity.

SPECIAL REQUIREMENT: Possession of an appropriate level New York State Motor Vehicle Operator's License.

NOTE: Completion of an approved automotive mechanic apprenticeship program or education beyond high school at a regionally accredited or New York State college, university or technical institute in Automotive Mechanics may be substituted for the required experience on a year-for-year basis.

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