



JOB TITLE:	LEAD BUS SERVICER	DIVISION:	BUS
REPORTS TO:	CHIEF MECHANIC	EEO CATEGORY:	08 - SERVICE
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	YES
CLASSIFICATION:	REPRESENTED	LOCATION:	SAN RAFAEL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under the direction of the Chief Mechanic, the Lead Bus Servicer organizes, directs, and participates in the daily fueling, cleaning, and servicing of a large bus revenue vehicle fleet along with cleaning and servicing of ancillary vehicles, equipment, facilities, and passenger terminals. Must be available to work Day, Swing, or Graveyard shifts.

Essential Responsibilities

- Conducts daily work assignments and ensures that essential job tasks are completed for each shift
- Performs training, corrective counseling, and mentoring of subordinates and new employees
- Ensures employee compliance with all District and Departmental rules, regulations, and policies
- Issues first level progressive discipline
- Operates and services a variety industrial equipment including fueling terminals, pressure washers, steam cleaners, laundry machines, filter crushers, and forklifts.
- Directs and participates in the servicing, cleaning, and parking of buses during shift
- Inspects buses completed for quality control and productivity
- Assigns work to, and monitors performance of Bus Servicers assigned to outside divisions and weekend shifts.
- Monitors materials and supplies and coordinates with storeroom personnel to ensure adequate inventories are available to accomplish daily work.
- Directs and reports on special campaigns for vehicle and/or equipment servicing
- Works closely with Chief Mechanic to monitor equipment safety, cleanliness, and mechanical condition
- Performs equipment counts and surveys as directed
- Prepares written and electronic reports of equipment status and work progress
- Updates equipment records in the District’s computerized asset management system (IBM Maximo)
- Responsible for the cleanliness and housekeeping of assigned work areas
- Ensures proper storage, safe handling, and disposal of chemicals, lubricants, and cleaning agents
- Ensures that all occupational health and safety practices are strictly followed
- Knows and follows the safety and health rules and safe working practices applicable to his or her job
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service.
- Performs additional related duties as assigned.
- Regular and reliable attendance and performance are required.



Required Knowledge, Skills and Abilities

Knowledge of: District and Departmental rules, regulations, and policies. Occupational health and safety rules and working practices applicable to this position.

Skills or Ability to: Exercise initiative and sound judgment in supervisory capacity. Communicate effectively both orally and in writing. Operate and service a variety of industrial equipment utilized in a transit fleet maintenance environment. Maneuver vehicles up to 60 feet in length safely and efficiently through fueling, washing and parking facilities. Establish and maintain cooperative, effective and productive working relationships. Perform accurate written and computerized record keeping. Perform computerized data entry and basic business office technology functions such as use of IBM Maximo, email, spreadsheet lists, and word processing.

Minimum Qualifications

Education and/or Experience: Minimum Two years in the Bus Division as a Servicer with previous automotive service experience preferred.

Required License: Must possess and maintain a current, valid California driver's license and satisfactory driving record. No more than 2 moving violations within the last 3 years. No reckless driving and DUI within the last 7 years. Operates District vehicles on a regular basis.

Physical Requirement: Occasionally lift up to 100 pounds maximum with assistance; frequently lift, carry and manipulate up to 50 pounds. Frequent bending, kneeling and occasional climbing on 12-foot ladders and scaffolding. Working around fumes, odors and dust in an occasionally high-noise environment, with appropriate personal protective equipment. Position requires a considerable amount of walking and the ability to work outside in all weather conditions.