

Regional Transit Job Announcement

2810 O Street, Sacramento CA 95816 (916) 556-0298 www.sacrt.com

Maintenance Trainer - Bus

Internal / External

Salary: \$38.01 - \$53.20 hourly
(Plus Excellent Benefits)

Posting Date: October 26, 2017 (Thu)
Filing Deadline: November 15, 2017 (Wed)

**SUPPLEMENTAL QUESTIONNAIRE AND OFFICIAL DMV PRINTOUT
ARE REQUIRED AT THE TIME OF APPLICATION**

BRIEF DESCRIPTION

This position is responsible for developing and presenting classroom training and overseeing all activities of productivity and vehicle maintenance by administering and evaluating training programs, serving as maintenance shift supervisor as needed, scheduling and assigning maintenance tasks, monitoring activities of subordinates, scheduling classes and training employees in technical and non-technical aspects of maintenance, developing and organizing training manuals, lesson plans, schedules, procedures and certification programs, maintaining records and monitoring and evaluating trainees.

ESSENTIAL FUNCTIONS

Creates learning environments by planning, coordinating and facilitating training, maintaining training databases, participating on committees, developing lesson plans, prescribing learning criteria, reviewing trainer criteria, researching and developing materials, and maintaining training budget. Disseminates information by training employees in both technical and non-technical maintenance, creating schedules, procedures and evaluation criteria, implementing policies, creating training aids and manuals, and practicing new techniques. Supervises staff by responding to accidents or incidents that may occur in the field, providing information on vehicle maintenance, evaluating performance and facilitating quality work, creating reports, acting as on-site inspector, supporting related projects, and writing technical manuals. Completes maintenance activities by overseeing activities, maintaining vehicle availability, planning work procedures, inspecting, monitoring and evaluating work, overseeing maintenance and difficult and complex repairs, identifying discrepancies, reviewing work orders, identifying training needs, dispatching calls, and coordinating safety and inspection activities. Reviews safety plans by supervising accident investigation, coordinating training programs, estimating repair costs, ensuring standards are maintained, identifying unsafe working conditions, providing recommendations, completing random inspections, evaluating subordinates, updating safety information, and conducting regular safety and inspection drills. Supervises staff by maintaining all documents, resolving discipline or grievance issues, evaluating subordinate activities, participating in the hiring and discipline process, maintaining training and technical libraries, coordinating efforts with other departments, and serving on committees. Other duties as assigned.

MINIMUM QUALIFICATIONS

Education: Two (2) year Associate's degree, diploma or equivalent from an accredited college, technical, business, vocational, or correspondence school in Automotive, Diesel or Heavy Equipment Technology or a related field. Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.

Experience: Five (5) years journey level experience in teaching the diagnosis, maintenance and/or repair of transit vehicles, diesel engines or related equipment.

Special Requirements, Licenses and/or Certifications: Must possess a valid Driver's License at time of application and have the ability to obtain and maintain a valid Class A driver's license with Passenger and Airbrake endorsements. Must comply with drug and alcohol testing provisions for safety-sensitive employees as required by the FTA, Department of Transportation (49 CFR, Parts 40 and 655). Must have the ability to obtain and maintain the following certifications: DMV Certificate to conduct Employer Program Skills Testing and Drivers' Tests; Environmental Protection Agency (EPA) Section 608 Certificate; Fork Lift Certificate and Alternative Fuel Technician Certificate.

Candidates must submit a current and official DMV printout, dated October 26, 2017, or thereafter, at time of application, in order to be considered. Only official DMV printouts issued by the Department of Motor Vehicles are acceptable. Online DMV printout will not be accepted.

Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.

FILING

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. Final candidates must pass a pre-employment DOT drug test, physical examination and reference check. An employment application, supplemental questionnaire, official DMV printout and proof of education, as outlined above, are required for this position. Applications, job announcements, supplemental questionnaires and a copy of the complete job description are available at the Human Resources Department, 2810 O Street, Sacramento, CA 95816, or through our website at www.sacrt.com.

Completed employment application, supplemental questionnaire, official DMV printout and proof of education, as outlined above, must be submitted to the Human Resources Department not later than Wednesday, November 15, 2017, at 5:00 p.m. RT does not accept e-mail applications or late applications regardless of postmark. Resumes will not be accepted in lieu of an application, but may be included with the application. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

RT is an Equal Opportunity Employer. EOE – Minorities/Women/Disabled/Veterans.

This position falls under the AFSCME, Local 146 Collective Bargaining Unit.

(Supplemental Questionnaire on Reverse Side)

Sacramento Regional Transit District Supplemental Questionnaire

Maintenance Trainer - Bus

Final Filing Date: Wednesday, November 15, 2017

The purpose of this Supplemental Questionnaire is to obtain additional job-related information to identify the most qualified applicants to continue in the selection process. Completion of this material is required and your responses must be submitted with your employment application by 5:00 p.m. on the final filing date. **Candidates who do not complete this Supplemental Questionnaire will be eliminated from further consideration.**

Please answer the following questions. Attach answers on a separate sheet of paper and number each item accordingly.

1. Describe, in detail, your experience and specific role teaching the diagnosis, maintenance and/or repair of transit vehicles, alternative fuel and diesel engines or related equipment to vehicle maintenance personnel. In your response, include the employer and number of years/months you performed the function.
2. Describe, in detail, your experience developing various training programs in the bus/truck/heavy equipment maintenance field, including developing course outlines, lesson plans, classroom curriculum, training manuals, training aids, and audio visual aids. In your response, include the employer and number of years/months you performed the function.
3. Describe, in detail, your experience supervising and directing staff, including details of the oversight you provided. In your response, include the employer and number of years/months you performed the function.