



Sacramento Regional Transit District Maintenance Superintendent - Bus

SALARY	\$132,000.00 - \$162,927.91 Annually	LOCATION	1323 28th Street Sacramento, CA
JOB TYPE	Full Time	JOB NUMBER	2025-000260IE
DEPARTMENT	Bus Maintenance	OPENING DATE	05/22/2025
CLOSING DATE	6/4/2025 11:59 PM Pacific	RECRUITMENT TYPE	Internal/External

Description

The purpose of this position is to perform tasks in many of the following areas: vehicle and equipment maintenance, project development, oversight and management, information tracking and reporting, and field safety and accident investigation. This is accomplished by directing activities to ensure compliance with local, state, and federal guidelines, vehicle and equipment manufacturers, all safety policies, and other regulatory requirements, coordinating and managing activities relating to contractors, vendors, and miscellaneous personnel, monitoring equipment, completing analyses, meeting revenue service requirements, administering collective bargaining agreements, working with supervisors and maintenance employees to identify mechanical problems, implementing efficiency increases and cost reductions, and developing and monitoring the budget. Other duties include traveling for bus maintenance related issues, assisting in emergencies, and developing and monitoring maintenance practices and regulatory compliance of the District's leased vehicles.

Examples of Duties

Oversees vehicle maintenance by monitoring daily road call reports for trends and/or repeat defects, working with supervisory staff to ensure specific department goals are met, and to ensure mechanics receive appropriate training, reviewing maintenance reports, meeting with staff to discuss maintenance issues and develop solutions, creating and maintaining budgets, recommending the hiring of staff, meeting with other departments, developing long range goals, and developing specifications for new revenue and non-revenue vehicles.

Supervises employees by coordinating work activities and coverage for each shift and assigning overtime as required, enforcing departmental policies and procedures, monitoring and recording employee attendance, establishing and maintaining specific work goals and objectives, assigning scheduled and unscheduled maintenance, overseeing vacation and floating holiday selection, addressing any labor-relations issues, completing annual employee evaluations, and coordinating work assignments for employees as appropriate by classification.

Tracks and reports information by reviewing and/or analyzing daily workflow, daily road calls, the monthly budget report, and employee attendance.

Addresses labor relations issues by developing department policies for all maintenance personnel, hearing grievance responses, initiating charge forms and determining the appropriate corrective action, attending labor management and safety committee meetings, and representing the department's interest in collective bargaining.

Oversees budget development and balances by working with the Department Head to create the annual department budget, reviewing monthly budget reports to ensure budget adherence and taking corrective actions when required, reviewing monthly budgets with supervisory staff, and looking for cost effective way to maintain the fleet.

Provides staff oversight by planning, prioritizing, assigning, supervising, and reviewing the work of subordinate staff, participating in the selection of staff, planning and coordinating staff training, working with employees to correct deficiencies, observing, training, and guiding employees, and writing performance evaluations.

Minimum Qualifications

A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. SacRT reserves the right to determine the equivalences of education and experience.

Education: 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.

Experience: A minimum of five (5) years of experience in public transportation, with at least three (3) years of experience in a bus maintenance environment and two (2) years of supervisory experience.

Certification & Other Requirements: Possession of a valid driver's license is required with the ability to obtain and maintain a valid California Class C driver's license.

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 Instructions/Supplemental Information

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. An employment application and proof of education are required for this position. Applications, job announcements, and copies of the complete job description are available at our website at www.sacrt.com.

A completed employment application and proof of education, as outlined above, must be submitted online no later than Wednesday, June 4, 2025, at 11:59 p.m. SacRT will not process incomplete applications. Resumes are not accepted in lieu of application but may be included with the application. For more information on benefits, a summary sheet is available from the Human Resources Department. 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.

SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.

SacRT is an Equal Opportunity Employer EOE - Minorities/Women/Disabled/Veterans.

Employer

Sacramento Regional Transit District

Address

1400 29th Street

Sacramento, California, 95816

Phone

9165560298

Website

<http://www.sacrt.com/>

Maintenance Superintendent - Bus Supplemental Questionnaire

***QUESTION 1**

Describe, in detail, your experience in public transportation. In your response, include the employer and number of years/months you performed the function.

***QUESTION 2**

Describe, in detail, your experience in a bus maintenance environment. In your response, include the employer and number of years/months you performed the function.

***QUESTION 3**

Describe, in detail, your experience and specific responsibilities administering collective bargaining unit contracts and managing in a union environment. In your response, please include the employer and number of years/months you performed the function.

***QUESTION 4**

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.

* Required Question