



**Job Title:** Maintenance Supervisor

**Location:** Bakersfield

**Pay:** \$22 to 27/hour

### **SUMMARY**

Supervises schedules and coordinates activities of the service employees and service line equipment by performing the following duties either personally or through subordinate supervisors.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Able to troubleshoot, service and repair all systems and mechanical aspects of diesel and CNG motor coaches.
- Supervises, inspects and approves all service work performed.
- Studies work/job schedules and estimates / approves worker hour requirements for completion of job assignment.
- Analyzes and resolves work problems, or assists workers in solving work problems.
- Able to use diagnostic flow charts trees
- Able to read a wiring schematic
- Able to instruct others in proper repair procedures Must be able to be certified as an annual inspector
- Must be able to be certified as a brake inspector
- Maintains files / records for all vehicles.
- Develops, prepares and submits maintenance reports to management.
- Maintains "supplies inventory" and orders parts and fuel as required.
- Interprets company policies to workers and enforces safety regulations.
- Establishes and/or adjusts work procedures to meet schedules.
- Recommends measures to improve methods and quality of service.
- Suggests changes in working conditions and use of equipment to increase efficiency of department or work crew.
- In accordance with current Operations procedures and practices, prepares a written Performance Appraisal of each employee in the maintenance department.
- Confers with other supervisors to coordinate activities of individual departments.
- Practice proper handling of waste materials
- Performs activities of workers supervised as needed.

### **QUALIFICATIONS:**

- Associate's degree (A. A.) or equivalent from two-year college or training by a technical school; and ten years related experience and/or training; or equivalent combination of education and experience. Must have current class B license with P endorsement, clean driving record, & EPA 608 Air Conditioning Certification
- Certificate of completion of specialty courses aimed at the performance of this job.
- Ability to lead a group of technically-oriented individuals to perform to the Company's objectives.
- Ability to read and interpret technical manuals and documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.
- Frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

**If you would like to apply to this position, please contact your Applicant Coordinator at:**

**Last name begins with A-K: 916-854-3881**

**Last name begins with L-Z: 916-854-3882**