

JOB TITLE:	MAINTENANCE TRAINER	DIVISION:	BUS
REPORTS TO:	CHIEF MECHANIC	EEO CATEGORY:	07 - SKILLED
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 general direction of the Chief Mechanic; designs, develops, implements and evaluates formal and informal in-house training programs and coordinates and oversees outside training providers for all Bus Maintenance Department employees. Occasionally assists with training initiatives for other departments and functions within the District. This position is responsible for maintaining and updating the department's technical publications library and preventive maintenance inspection programs and documentation. The Maintenance Trainer is frequently called upon to research and make recommendations regarding fleet technical issues and to perform hip-pocket training and mentoring of junior mechanics and apprentices. The Maintenance Trainer also plans, organizes, and directs the activities of the Bus Maintenance Department Unit Repair Program, including inventory management and recordkeeping. This position will be required to work modified hours per day, change shifts and/or days off in order to perform the required training on an as needed basis. Occasionally performs other duties as assigned and will be called upon to backfill Chief Mechanic vacancies within the Bus Maintenance Department as required.

Essential Responsibilities

- Conduct ongoing training needs assessment for department crafts persons, including required safety and compliance training
- Design, develop, implement and evaluate formal and informal in-house training programs
- Coordinate and support activities of third party training providers, including development of training schedules and provision of training resources
- Maintain detailed recordkeeping of all vendor provided and in-house training activities
- Maintain and update department electronic and hardcopy technical publication libraries
- Maintain and update department preventive maintenance inspection program, schedules, and documentation
- Perform ad hoc and hip pocket training sessions with junior mechanics and apprentices
- Research fleet technical issues and make recommendations for corrective action
- Evaluate and recommend appropriate action on manufacturer technical service bulletins for Bus Division vehicles and equipment
- Plan, organize and direct the Bus Maintenance Department Unit Repair program and coordinate special projects as needed
- Supervise employees assigned to the Unit Repair Program



- Certify records of work in progress and completed, including time reports, material requisitions, maintenance records and equipment counts when required
- Monitor workplace activities to ensure safe work practices are adhered to
- Monitor and evaluate work product of Unit Repair Program for quality control and productivity
- Coordinate with stores personnel to ensure parts and supplies are available for ongoing maintenance activities, special projects and campaigns
- Assist Chief Mechanic in developing technical specifications for new vehicles, materials, and equipment
- Assist Chief Mechanic in forecasting future maintenance requirements based on trend and failure analysis
- Enforce District and Department work rules, regulations and policies
- 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:

- Principles, methods, tools and materials used in heavy duty vehicle repair
- Applicable workplace occupational health and safety principles and practices
- Federal Motor Carrier Safety Administration (FMCSA) vehicle safety regulations and vehicle inspection requirements
- District's Asset, Vehicle and Fluid Management System (EJ Ward/IBM Maximo)
- District policies and labor agreement (MOU) provisions
- Occupational health and safety rules and working practices applicable to this position

Skilled in or Ability to:

- Communicate clearly and effectively both orally and in writing
- Utilize common instructional methods and techniques
- Read, interpret and apply complex technical repair instructions
- Write effective memos, justifications, and bulletins to support day-to-day operations.
- Effective problem solving
- Basic business office technologies (i.e. spreadsheet, word processing, database, Email)
- Basic leadership and motivational principles and practices
- Demonstrate interpersonal skills, tact and assertiveness.



Minimum Qualifications

Education and Experience Equivalent to:

- Completion of four year journey-level apprenticeship, five years journey-level mechanic experience and two years work experience in training others, or an approved equivalent combination of training and supervisory related experience.

License(s):

- Must possess and maintain a current, valid California Class B Driver's License with a "P" endorsement and satisfactory driving record.
- No more than two moving violations within the last 3 years.
- No DUI's or Reckless Driving codes within the last 7 years on the current DMV printout.
- Operates District vehicles on a regular basis.

Physical Requirement: Frequently lift, carry and manipulate up to 50 pounds. Work inside and outside in all weather conditions. Working around fumes, odors and dust in an occasionally high-noise environment, with appropriate personal protective equipment.