



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

**POSITION TITLE.....:** Transit Maintenance Supervisor  
**DEPARTMENT.....:** Public Works  
**DIVISION.....:** Transit  
**CLASSIFICATION/GRADE.....:** Transit Maintenance Supervisor/109  
**REVISED.....:** 02/2017  
**REPORTS TO.....:** Office Manager  
**REVIEWED.....:** 02/2017  
**WAGES.....:** Hourly

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### **SUMMARY:**

Terrebonne Parish is seeking a qualified person to maintain and repair transit property, equipment and rolling stock. Property must be kept in good working condition and with a good appearance. Qualified individual will have supervisory responsibilities for vehicle maintain, Mechanics and Field Technician I personnel. This is a hands-on position.

### **BASIC FUNCTIONS:**

1. Conduct preventative maintenance program and repair transit buses, and support vehicles. Buses must be kept in safe working condition and with a good appearance.
2. Manage and maintain spare parts inventory.
3. Responsible for direct supervision of Mechanics and Field Technician I.
4. Must be capable of performing evaluations and maintain disciplinary records for subordinate personnel.
5. Repair and maintain transit equipment, such as shelters, stations, and benches, stops, etc.
6. Maintain condition and cleanliness of transit work facility.
7. Clean, wash, and maintain interior and exterior of transit vehicles.
8. Inspect transit vehicles daily to identify needed repairs for safe operation.
9. Assist the Mechanics with necessary repairs.
10. Maintain records of vehicle repairs and inspections. Report on condition of equipment.
11. Prioritize and schedule maintenance work. Coordinate repair with contractors. Check repairs made by others.
12. Prepare various routine letters, memos, reports and accident forms for Field Technician I.
13. Maintain parts and equipment inventory and requisitions records.
14. Must make service calls when breakdowns occur while buses are on the road.
15. Be capable of safely lifting and manipulating heavy components and supplies.
16. Must have a clear driving record.
17. Possess a Commercial Drivers License (CDL) Class B with Passenger and Air Brakes endorsements.
18. Perform tasks in addition to job description as maybe necessary.
19. Must be willing to work amended hours when necessary to support division function.
20. Assist administrators in surveying the facility and the assets after an emergency.
21. Assist with the evacuation of the general public before an emergency.
22. Assist with the repopulation of the general public after an emergency.

**OTHER REQUIREMENTS:**

1. Extensive mechanical repair knowledge of gasoline, and heavy duty-diesel powered vehicles.
2. Knowledge must include, *but not limited to*, hydraulic and air brake systems, electrical troubleshooting, air-conditioning systems, and steering and suspension.
3. This is a “Safety Sensitive” position and as such is subject to random drug testing as required by the U.S. Department of Transportation Regulations.

**EDUCATION/EXPERIENCE:**

1. High School graduate or equivalent preferred.
2. Formal diesel engine and vehicle repair education desired.
3. Demonstrable experience with preventative maintenance programs.
4. Computer literacy highly desired.
5. Strong communications skills required.
6. Must have a minimum of 2 years of mechanic leadership experience.