



WEST COUNTY TRANSPORTATION AGENCY

367 West Robles Avenue

Santa Rosa, CA 95407

(707) 206-9988

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Manager of Vehicle Maintenance and Facilities

****Please apply by end of business day March 10, 2023****

The primary duties of the Manager of Vehicle Maintenance and Facilities position will be managing the shop functions, prioritize work, maintain required paperwork, record keeping, institute a satisfactory preventive maintenance program, supervise shop personnel and service persons, and oversee the maintenance of the buildings and grounds of the Agency's facilities.

Minimum desirable experience includes a High School Diploma or GED, 2-years of mechanical shop supervision experience, 5-years of journey-level experience as a mechanic in the overall repair of heavy and light automotive and other power-driven equipment, and possession of a valid California Commercial License is required to operate Agency vehicles upon hire; A valid California School Bus Driver Certificate is desirable but not required.

Salary range for the position is \$96,881 up to \$158,259 annually, with salary step placement consideration given for experience. The position includes a generous health and welfare package, as well as paid vacation time, accumulated sick leave, and a PERS retirement package.

Interested persons must apply by the end of the business day on Friday March 10, 2023. Applications must consist of a WCTA application form, resumes, and two (2) letters of recommendation. Please contact Amanda O'Connor, Human Resources Specialist, for more information at 707-206-9988 ext. 218.

West County Transportation Agency

Class Title: Manager of Vehicle Maintenance and Facilities

Position Description: Under general administrative direction, to plan, organize, coordinate and supervise all shop functions and assigned employees. Manage the Agencies compliance of all CCR and DOT regulations. Manage the maintenance and upkeep of facilities and other related work as required.

Duties:

1. Coordinate shop functions, prioritize work, maintain all required paper work and record keeping and institute a satisfactory preventive maintenance program, prepare maintenance and personnel reports as required.
2. Supervises inventory; develops and maintains inventory control initiatives as they pertain to maintenance supplies, materials, parts and equipment with particular attention paid to attaining the highest quality at the lowest price.
3. Supervise shop personnel and service persons.
4. Prepare reports when required.
5. Supervises the preparation of time and material estimates of costs and records of time and material used for all JPA and Non-JPA member vehicle maintenance repairs and invoices.
6. Perform complex and routine mechanical and preventive maintenance work on school buses and other automotive equipment as necessary.
7. Make emergency repairs to equipment in the field.
8. Drive a school bus over regular routes or special trips as required, if certified.
9. Evaluate all assigned employees.
10. Must be available to respond to Agency emergencies during normal business hours and on-call as needed.
11. Oversee the maintenance and upkeep of the buildings and grounds of all Agencies' facilities and lease sites.
12. Performs other duties as assigned.

Knowledge of:

1. Oral and written communication skills, including English usage, grammar, spelling, punctuation, vocabulary, composition, and mathematics.
2. Methods, materials, and equipment utilized in school facility and building maintenance, repair and construction.
3. Methods, materials, and equipment used in the various crafts including grounds maintenance specialties, grounds keeping, landscaping, tree trimming, irrigation systems, and herbicides/insecticides.

4. Computer technology and methods used in processing/accessing information inclusive of applications including Word, Excel, MS Windows, and graphics necessary to perform required duties.
5. Record keeping techniques.
6. Methods and trends in modern school bus shop procedures and supervision.
7. Methods, current accepted employee supervision techniques and collective bargaining adherence.
8. The methods, tools, equipment and procedures used in the repair and preventive maintenance of school buses and other automotive equipment.
9. DOT Title 49, CCR Title 13, Storm Water Treatment Title 23, EPA Title 27, CAL OSHA, CCR Title 8 standards and regulations.

Ability To:

1. Plan, coordinate, supervise, review, and evaluate the maintenance and repair of automotive vehicles and maintenance equipment.
2. Perform skilled work in the diagnosis, troubleshooting, and repair of facilities and equipment.
3. Train, supervise, and evaluate assigned staff.
4. Maintain records and prepare reports.
5. Sit and drive in a vehicle.
6. Establish and maintain cooperative and effective working relationships with others.
7. Schedule and layout work.
8. Communicate effectively with others.
9. Adjust work hours to fit program needs, including response to emergency situations outside of the regularly scheduled work hours.
10. Fit with values and culture. Displays core characteristics of compassion, courage, curiosity, respect, responsibility, and integrity; demonstrates a growth mindset; able to give and receive honest, actionable, and timely feedback.

Minimum Experience:

1. High school diploma or G.E.D.
2. Any combination of supervisory experience, education and training that would likely provide the required knowledge and abilities is qualifying.
3. Five years of journey-level experience as a mechanic in the overall repair of heavy and light automotive and other power-driven equipment.
4. A valid California Commercial License upon hire.

Manager of Vehicle Maintenance and Facilities Physical Demand of Position

Terms used in this section are defined as follows:

Rarely 1-10%

Occasionally 11-33%

Frequently 34-66%

Continuously 67-100%

...of the work day

Sitting:	Occasionally
Standing:	Frequently
Walking:	Frequently
Waist Bending:	Frequently
Neck Bending:	Continuously
Squatting:	Occasionally
Climbing:	Occasionally
Kneeling:	Occasionally
Crawling:	Rarely
Neck Twisting:	Occasionally/frequently
Waist Twisting:	Occasionally/frequently
Pushing/Pulling:	Frequently up to 500 lbs at a time to move large pieces of equipment on a dolly

Reaching:	Above shoulder:	Occasionally
	Below Shoulder:	Continuously
	Full Extension:	Occasionally

Lifting:	0-10 lbs:	Continuously: up to 100 yards at a time
	11-25 lbs:	Occasionally: up to 150 feet at a time
	26-50 lbs:	Occasionally/frequently: up to 100 feet at a time
	51-75 lbs:	Occasionally/frequently: up to 100 feet at a time
	76-100 lbs:	Rarely: carried several feet at a time or using dolly.

Hand Activities:	Repetitive Hand use:	Frequently
	Simple Grasping:	Frequently
	Power Grasping:	Occasionally/frequently
	Fine Manipulation:	Occasionally
	Hand/Arm twisting/turning:	Frequently
	Computer Operation/writing:	Frequently

Disaster Service Worker

West County Transportation Agency is a local government cooperative agency (joint powers agreement). All government employees in California are required to be disaster service workers. Disaster service workers means that during times of war or natural disaster, you can be pressed into service in the local community performing duties that are of a critical nature and required by your supervisors at work.

EMPLOYMENT APPLICATION



West County Transportation Agency
367 West Robles Avenue
Santa Rosa, CA 95407

Received: _____

For Official Use Only:

QUAL: _____

DNQ: _____

Experience

Training

Other: _____

West County Transportation Agency is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

PERSONAL INFORMATION

POSITION TITLE:

NAME: (Last, First, Middle)

HAVE YOU EVER WORKED UNDER A DIFFERENT NAME? Yes No

If yes, specify name(s)

ADDRESS: (Street, City, State, Zip Code)

CELL PHONE:

() -

ALTERNATE PHONE:

() -

EMAIL ADDRESS:

DO YOU HAVE A VALID CALIFORNIA DRIVER'S LICENSE? (Please mark your response) YES NO NOT APPLICABLE

If yes, please specify class(es) and expiration date(s): _____

EDUCATION: Please indicate education or training which you believe qualifies you for the position you are seeking.

HIGH SCHOOL NAME:

LOCATION: (City, State)

DIPLOMA:

Yes No

G.E.D.:

Yes No

EDUCATION: Please indicate education or training which you believe qualifies you for the position you are seeking.

COLLEGE AND/OR VOCATIONAL SCHOOL: Yrs Completed (mark one) <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	SCHOOL(s)
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LOCATION: (City, State)	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE EARNED:
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MAJOR:

OTHER TRAINING OR DEGREES

SCHOOL(s)	LOCATION: (City, State)
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COURSE:	DEGREE OR CERTIFICATE EARNED:
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PROFESSIONAL LICENSE OR MEMBERSHIP:

TYPE OF LICENSE(S) HELD:

OTHER PROFESSIONAL MEMBERSHIPS:

(You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status.)

WORK EXPERIENCE

(List your last position first and include periods between jobs)

FROM/TO month/year:	EMPLOYER:	POSITION TITLE:
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ADDRESS: (Street, City, State, Zip Code):	COMPANY URL:
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PHONE NUMBER: () -	SUPERVISOR:	MAY WE CONTACT THIS EMPLOYER?
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HOURS PER WEEK:	# OF EMPLOYEES SUPERVISED:
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DUTIES:

REASON FOR LEAVING:

WORK EXPERIENCE

(List your last position first and include periods between jobs)

FROM/TO month/year:	EMPLOYER:	POSITION TITLE:
ADDRESS: (Street, City, State, Zip Code):		COMPANY URL:
PHONE NUMBER: () -	SUPERVISOR:	MAY WE CONTACT THIS EMPLOYER?
HOURS PER WEEK:		# OF EMPLOYEES SUPERVISED:

DUTIES:

REASON FOR LEAVING:

FROM/TO month/year:	EMPLOYER:	POSITION TITLE:
ADDRESS: (Street, City, State, Zip Code):		COMPANY URL:
PHONE NUMBER: () -	SUPERVISOR:	MAY WE CONTACT THIS EMPLOYER?
HOURS PER WEEK:		# OF EMPLOYEES SUPERVISED:

DUTIES:

REASON FOR LEAVING:

ADDITIONAL QUESTIONS

HAVE YOU EVER BEEN CONVICTED OF AN OFFENSE OTHER THAN A MINOR TRAFFIC VIOLATION? YOU DO NOT HAVE TO REPORT ANY CONVICTIONS INVOLVING POSSESSION OF LESS THAN AN OUNCE OF MARIJUANA FOR PERSONAL USE THAT IS MORE THAN TWO YEARS OLD. (Please mark your response)

YES NO

If yes, explain: _____

Note: Answering "yes" does not constitute an automatic bar to employment except as mandated by the California Education Code with regard to serious felonies, violent felonies, controlled substance offenses, and sex offenses. In accordance with applicable law the nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for will be considered. Please exclude convictions which were sealed, expunged or statutorily eradicated, and any misdemeanor for which probation was successfully completed or otherwise discharged and the case has been judicially dismissed.

CAN YOU PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION YOU ARE APPLYING FOR WITH OR WITHOUT REASONABLE ACCOMMODATIONS? (Please mark your response) YES NO

(Note: WCTA complies with the ADA, state law, and considers reasonable accommodations as necessary for eligible applicants and employees to perform essential functions.)

I hereby certify that all statements made in this application are true and correct to the best of my knowledge. I understand that any misstatement or material omission herein could result in my disqualification as an applicant and/or termination from employment.

I further understand that any offer of employment will be subject to submission of fingerprints and a criminal background check, a job-related medical examination, pre-employment drug test, documentation verifying my identity and legal authority to work in the United States, reference checks, and if required by the position I am seeking, possession of a valid license and certificates.

DATE

APPLICANT'S SIGNATURE

**Employment Information
And
Release of Liability**

To: _____
Name of Supervisor

Name of Current or Former Employer

I have submitted an employment application to West County Transportation Agency (“WCTA”).

I hereby authorize my current or former employer listed above to release to WCTA any information related to my employment including, but not limited to, dates of employment, performance, evaluations, attendance, discipline, and termination of employment. The foregoing authorization extends to release of any records related to my employment.

To the fullest extent permitted by law I hereby release my current or former employer listed above from any and all claims, damages, causes of action, and liability of any kind related to or arising out of the release of such information, as well as from the use or disclosure of such information by WCTA.

Date

Signature

Print Name