



POSITION DESCRIPTION FORM

POSITION INFORMATION			
Position Title	LEAD FLEET MAINTENANCE TECHNICIAN		
Location/Base	Port Angeles, Washington		
Reports To Position	Maintenance Supervisor		
Action		Establishment	Effective Date June 1, 2022
	XX	Update/Revision	
EMPLOYMENT and PAY STATUS			
FLSA Exemption Status		Covered By Labor Agreement	
	NOT eligible for overtime compensation.	XX	Yes -- position is represented.
XX	ELIGIBLE for overtime compensation.		No -- position is non-represented and is at-will.
Non-Represented Only -- Pay Range: NA			
POSITION SUMMARY			
Under the direction and supervision of the Maintenance Supervisor and oversight of the Maintenance Manager, the Lead Mechanic works independently, providing leadership and guidance to assigned staff. Plans, schedules, and participates in work assignments to ensure the safe and efficient utilization of personnel and equipment. Inspects and evaluates completed work. Helps monitor and assure preventive maintenance standards are maintained in a safe working environment. Helps assure accurate maintenance and warehouse records. In addition, the position performs all aspects of the Mechanic position including vehicle and equipment inspections, servicing, repairs, and related activities, with emphasis on safety, efficiency, and responsiveness to operational needs.			
ESSENTIAL FUNCTIONS			
The following list of characteristic duties is not intended to serve as a comprehensive list of all duties performed by all employees in this classification; only a representative summary of the primary duties and responsibilities.			
In addition to all essential functions of the Mechanic position description, this Lead position: - Assures appropriate scheduling of daily work assignments for Mechanics according to established priorities and the availability of personnel, material, and equipment. - Inspects and evaluates completed work and work in progress to assure accuracy, efficiency and effectiveness of assigned staff and makes recommendations to the Maintenance Supervisor. - Works with personnel to ensure fulfillment of daily vehicle assignments.			

- Completes vehicle and equipment inspection and repair forms and reports, completes work orders and accurately records labor and parts usage for billing, required OEM preventative maintenance scheduling, and inventory purposes.
- Helps assure maintenance of rolling stock assets, and other assigned assets under the Lead Mechanic's purview, in accordance with CTS's Transit Asset Management Plan (TAMP).
- Works proactively with both vendors and staff to maintain appropriate levels of parts, fluids, and other supplies as needed.
- Maintains close contact with all dedicated vendors providing parts and supplies.
- Coordinates, tracks, and manages a robust warranty program including all parts and new vehicle systems. Maintains vendor relationships related to inhouse warranty labor and authorizations for CTS performance of warranty repairs.
- Carries out preventive maintenance program standards. Reviews and suggests revisions to work methods. All work methods shall provide for the safe and efficient performance of inspection, servicing, and repair activities. Schedules daily preventive maintenance inspections.
- Ensures compliance with established safe work practices and the appropriate storage, handling and disposal of hazardous materials used in vehicle and facilities maintenance.
- Maintains accurate maintenance and inventory records. Audit records daily for accuracy and completion.
- Assists in the requisition of parts, supplies and equipment directly related to vehicle maintenance. Assist in parts warehouse activities and assigns inventory numbers.
- Assists in annual physical inventories and assist the Maintenance Office Manager in preparation for the annual inventory process.
- Monitors and assists in requisitioning supplies. Evaluates and recommends tools and equipment.
- Coordinates and participates in the training of employees. Uses leadership, empathy and communication skills to mentor and support staff.
- Motivates the mechanic team to achieve departmental goals.
- Monitors and assists mechanic staff in maintaining compliance with CTS policy and procedures.
- Adheres to all CTS procurement and purchasing rules and regulations.
- Reviews and analyzes reports directly related to fleet maintenance. Takes corrective action or makes recommendations.
- Assists in the cleaning, organization, and preventive maintenance of the maintenance facility.
- Develops and maintains harmonious and cooperative working relationships with CTS personnel.
- Attends training as needed to maintain knowledge of current mechanical and shop procedures. Assists Maintenance Manager to identify training needs, analyze training resources
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

Education and Experience

- High school diploma or equivalent, required.
- Three years of journeyman-level mechanic experience, preferred.
- Three (3) years of supervisory or lead experience sufficient to demonstrate complete competency and knowledge general supervisory and lead practices. Or experience sufficient to demonstrate complete competency and knowledge of supervisory and lead practices.
- Completion of heavy-duty diesel and/or automotive technology study, preferred.
- Automotive Service Excellence (ASE) certifications, preferred.
- Demonstrated proficiency of transit industry vehicle maintenance practices, preferred.
- A combination of education, relevant certificates and experience that meets CTS's needs will be considered.

Licensures/Certifications

- Valid Washington (WA) State Drivers' License; or ability to obtain a valid WA drivers' license, required.
- Must be able to obtain a valid Washington State Commercial Drivers' License with passenger endorsement and air brake restriction removed, within probationary period, required.

KNOWLEDGE OF/COMPETENCIES

- Have all the knowledge/competencies outlined in the Mechanic position.
- Quickly understand and apply the activities, policies, and procedures of CTS.
- Work independently and under general supervision.
- Consistently report to work on time and as scheduled.
- Work effectively with other employees, assigns tasks evenly and fairly to provide a safe, efficient and harmonious workplace.
- Motivate and provide leadership to maintenance department personnel.
- Mentor staff as appropriate using leadership, empathy and communication skills.
- Work regularly, independently and under general supervision.
- Follow safe work practices and identifies occupational hazards, including familiarity with safety procedures concerning diesel, gasoline, and propane fuels.
- Work with developmentally disabled adults.
- Good oral and written communications skills.
- Work effectively with other employees.
- Digitally literate; possess basic computer skills.
- Self-motivated and ability to effectively multi-task.
- Conduct duties professionally and with the highest ethical standards and exercise discretion of sensitive information.
- Develop and maintain harmonious and cooperative working relationships with CTS personnel and the public.

Other

- Must possess a complete set of heavy equipment tools (Appendix A) and toolbox at time of hire. The toolbox must be able to be secured and be fitted with locking casters.

PHYSICAL DEMANDS

- Able to obtain and maintain a U.S. Department of Transportation Medical Card.
- Physically capable of operating controls of mass transit vehicles.
- 80% of time is spent standing while performing tasks.
- 15% of time walking between tasks.
- Occasional lifting of up to 90 pounds may be necessary.
- Frequent climbing, kneeling, crouching, reaching out, and twisting.
- Fluency in written and spoken English.
- Able to converse and listen at ordinary sound levels.
- Visually able to read normal and fine print.
- Hear to receive information and speak clearly and distinctly to provide information over a telephone, in person, or in a group presentation.
- Work involves fine hand manipulation, grasping, pushing, and pulling.

WORKING CONDITIONS

- CTS is a drug and alcohol-free workplace.
- Safety-sensitive position subject to drug and alcohol testing under the U.S. Department of Transportation (DOT), Federal Transit Administration (FTA) CFR Part 655, and CTS's Drug and Alcohol-free Workplace Policy.
- Within probationary period, obtain and subsequently maintain a valid Washington State Commercial Drivers' License with passenger endorsement and air brake restriction removed.
- Position is not exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and is eligible for overtime compensation.
- Must satisfactorily pass a background check, including criminal history, as determined by CTS.
- Satisfactorily complete a probationary period.
- CTS's workweek is designated Sunday through Saturday.
- Position is scheduled for 40 hours per workweek. Hours of work may be adjusted to accommodate workload requirements. Overtime may be required.
- Split shifts, weekends, holidays, regular days off, and/or nights may be required.
- Hours of work may vary as work assignments are determined by a seniority bid system.
- Maintain safety standards and use personal protective equipment as required for tasks.
- Maintain and wear coveralls and necessary wet weather gear while on duty.
- Work both indoors and outdoors in occasional extreme hot and/or cold temperatures.
- Day travel may be required to various areas within region.
- Work environment may be noisy and require hearing protection.
- Foot travel may cross uneven ground, slippery, or hazardous surfaces.
- Attend training and orientation courses as scheduled.
- Maintain good grooming and hygiene standards.
- While driving, may be exposed to hazards related to adverse weather conditions or vehicular traffic.

APPROVAL

Human Resources Manager Andy Rowison 	Date 5-13-2022
Maintenance Manager Mike Oliver 	Date 5/16/2022
General Manager Kevin E. Gallacci 	Date 5/16/2022