

****POSITION CONTINGENT ON CONTRACT AWARD****
Job Description for Maintenance Supervisor/Transmission Foreman

Job Title: Maintenance Supervisor/Transmission Foreman

Employment Type: Full time – Exempt
Location: Camp Pendleton, CA
Travel Required: Yes
FLSA Status: Exempt

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Reports To: Project Manager

Company Description:

Dr. Diesel Technologies (DDTS) is a dynamic and innovative company providing leading edge technology for:

- On-Site Liaison Officer (LNO) Support / Field Service Representative (FSR)
- Logistics and Project Management for Interactive Electronic Technical Manual (IETM) projects
- Field Service Rugged Computing Solutions
- Engineering Services
- Fleet Tele-Matics Solutions
- Vehicle Diagnostic Solutions
- Content Management Systems (CMS)
- Systems Integration
- Software Development
- Fleet / Auto / Truck Parts

The Dr. Diesel Technologies Knowledge base has provided performance based diagnostic solutions and test equipment since 2003 to many U.S. Defense contractors, the U.S. Navy, U.S. Marine Corps and U.S. Army. These Joint-Service diagnostic solutions were in direct support of contractors, Sailors, Soldiers and U.S. Marines in the Global War On Terrorism (GWOT).

Job Summary:

The Maintenance Supervisor/Transmission Foreman will lead the maintenance support team and supervise the performance of maintenance (organizational and intermediate) on heavy-duty mobile equipment, ground electronics equipment, combat, tactical and automotive vehicles.

Position Responsibilities – Provide on-site support to the customer on the below tasking:

- Perform all duties of equivalent mechanics and provide guidance, oversight, and instructions to maintenance team
- Supervise mechanics on duty, ensuring compliance with customer requirements
- Distribute and manage workflow based on customer needs

- Supervisory duties for the completion of repairs and installations
- Work within an integrated military and civilian team
- Coordinate resolution of maintenance related issues.
- Coordinate logistics support between new equipment program stakeholders.
- Collaborate with U.S. government customer representatives.
- Participate in periodic meetings and project reviews with U.S. government customer representatives.
- Make recommendations on the allocation of resources and the distribution of work assignments.
- Troubleshoot, perform maintenance and major repairs with Government provided parts and supplies on various types of equipment, including but not limited to heavy-duty mobile equipment, combat, tactical and automotive vehicles.
- Assign work orders to specific crewmembers and selecting workers for various jobs on the basis of knowledge, certifications, skills, and abilities.
- Be capable of removing, cleaning, reinstalling, or replacing defective parts of components and systems.
- Provide updates for the maintenance of production reports and records to the customer.
- Plan, organize, and perform technical analysis in accordance with the customer requirements.
- Disassemble engines and major assemblies, sub-assemblies, components, and fuel, hydraulic, and oil pressure systems.
- Maintain project files, status documents and data bases within a governing SharePoint structure.
- Participate as required in conferences, program reviews and other meetings at the direction of the customer.
- Accomplish tasks with minimal supervision and commitment to achieve team goals.
- Willingness to learn, convey and communicate new ideas within the team.
- Travel to U.S. Military bases and or customer sites to conduct maintenance support activities.

Minimum Qualifications:

- Successfully pass background check.
- Ability to spend extended periods of time in austere field conditions.
- Ability to obtain and maintain a Government Common Access Card (CAC) for base access.
- Ability to lift 80 lbs.
- Ability to carry 48 lbs.

Minimum Experience:

- Ten (10) years of heavy duty diesel mechanic/technician experience, with detailed experience and understanding of complex automotive system theories (e.g. electrical theory, theory of hydraulics and fluids, thermodynamics, etc.).

- Demonstrated experience of automatic transmissions: Allison, General Motors, or Twin Disc, Inc.
- Demonstrated experience of heavy commercial equipment, heavy construction equipment or military tactical equipment: Tow-Truck, Bus, Assault Amphibious Vehicle, Light Armored Reconnaissance Vehicle, and motor transport vehicles and trailers.
- Organize assignments for subordinates, estimate material and manpower necessary for specific jobs.
- Interpret and perform administrative functions related to maintenance record keeping, service assignments and labor hours.
- Interpret and explain technical service bulletins, maintenance manuals, technical drawings, manuals, and schematics.
- Prepare production records, work records and reports, as required.
- Diagnose, repair, overhaul/rebuild, modify, and adjust complex vehicle systems, to include sub-components and assemblies.
- Train and advise workers in the care and use of common hand tools, advanced diagnostic systems (analog and digital), precision measurement tools, and testing dynamometers.
- Conduct and maintain quality assurance measures and inspections during all phases of maintenance repair.

Prior U.S. Military / DoD technical experience a plus.

Prior experience and knowledge of the following applications, systems and software:

- U.S. Military Vehicle and Heavy Equipment (HE) Technical Manuals
- GCSS-MC
- Electronic Maintenance System Next Generation (EMS NG)
- Interactive Electronic Technical Manuals (IETMs)
- Vehicle general purpose tools and tool sets
- Vehicle diagnostic and TMDE tools

Knowledge with the following SAE standards and Interfaces:

- SAE Standards: J1587, J1708, J1939, J2284 OBD II & GM UART (J1850)
- TMC RP1210A/B
- Diagnostic Connector Assembly / Internal Combustion Engine (DCA / ICE)

Desired Skills:

Intermediate to expert knowledge of the following skills:

MS SharePoint	Computer Literate	Digital-Multi meter (DMM)
MS Word	Time Management	Interpret Schematics
MS Excel	Organization	IETMs
MS Power Point	Documentation	Technical Publications
Diligent work ethic	Work well independently	Automotive Hand tools
Automotive Power Tools		

Education and Training:

Degree: High School Diploma or Equivalent
Relevant Vocational Training

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; sit; use hands; reach with hands and arms and climb or balance. The employee is sometimes required to stoop, kneel, crouch, or crawl. The noise level in the work environment is usually light to moderate; the employee must occasionally lift 80 lbs. and/or move up to 48 lbs.