



MANAGER OF MAINTENANCE & ENGINEERING TECHNICAL TRAINING AND DEVELOPMENT

FC: 000055
PB: 9
FLSA: Exempt

PC: 930
BU: 95 (NR)
Created: October 2011

*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.*

DEFINITION

Plans, directs, manages and oversees the activities of the Maintenance & Engineering Technical Training and Development department including planning and administering training & development resources; administering technical training & certification functions; develops and coordinates new training requirements generated from rehabilitation and capital projects; coordinates delivery of assigned activities with other departments and outside agencies; manages the development and coordination of training programs for major business objectives; and coordinates and delivers department specific professional and management skills training. Provides highly responsible and complex administrative support to the Manager, Technical Support Services, and performs related duties as assigned

CLASS CHARACTERISTICS

This single class is responsible for all department services and activities; overseeing staff; responsible for training assigned staff in technical training & development; revising training procedures and maintaining related documentation. This class is distinguished from the Group Manager, Technical Support Services, in that the latter is responsible for all Technical Support services and activities including non revenue fleet maintenance, finance, documentation & configuration control, technical training & development, and other areas of maintenance and administrative support within Operations.

REPORTS TO

This position reports to Chief Engineer or his/her designee

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

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1. Assumes management responsibility for all departmental training & development services and activities including technical certification and non certification training functions; recommends and administers policies and procedures; tracks & reporting employee training status.
2. Plans, directs and coordinates, directly and through subordinate level staff, the Maintenance & Engineering Technical Training and Development Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
3. Manages the development and implementation of new training requirements resulting from rehabilitation and extension capital programs.
4. Manages the development and implementation of new training requirements for business initiatives and transition planning programs. Evaluates current training programs and practices for assigned staff and implements new training strategies for improving delivery.
5. Attends and reviews project review meetings and coordinates new training requirements with project staff.
6. Reviews all required training records for compliance to regulatory and non regulatory agency standards.
7. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
8. Monitors developments and legislation related to assigned areas of responsibility; evaluates impact upon departmental operations; recommends and implements policy and procedural improvements.
9. Participates in the development and administration of the department budget.
12. Provides staff assistance to the Manager, Technical Support Services; participates on committees; prepares and presents staff reports and other necessary correspondence.
13. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field training & communication.
14. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

Principles and practices of education, training, and development
Principles of supervision, training and performance evaluation.
Principles and practices of policy development and administration.
Principles and practices of public transportation and related technology.
Principles and practices of budget preparation and administration.
Principles and practices of effective written and oral communication.
Related Federal, State and local laws, codes and regulations.

Skill in:

Managing a comprehensive technical training and development program.
Training and instructing assigned personnel in technical and development functions.
Developing and administering division goals, objectives and procedures.
Planning, organizing, directing and coordinating the work of lower level staff.
Delegating authority and responsibility.
Selecting, supervising, training and evaluating staff.
Researching, analyzing and evaluating new service delivery methods and techniques.
Preparing clear and concise administrative and financial reports.
Interpreting and applying applicable Federal, State and local policies, laws and regulations.
Communicating clearly and concisely, both verbally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in education, counseling, business administration, public administration or a closely related field from an accredited college or university.

Experience:

Five (5) years of (full-time equivalent) verifiable professional experience in training, instruction, and development, including three (3) years of management and administrative responsibility.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

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Office environment; field environment; construction site environment; exposure to heat, cold, moving vehicle, electrical energy and inclement weather conditions.

Physical Conditions:

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

EEOC Code:

Safety Sensitive Designation:

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