



MANAGER OF RELIABILITY ENGINEERING

FC: TF 230
PB: 10

PC: 940
BU: 95

Revised: June 23, 2004

*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

Directs, manages, supervises and coordinates the activities and operations of the Reliability Analysis Division within the Operations Liaison Department including analysis and documentation of system performance and equipment reliability; coordinates assigned activities with other divisions, departments and outside agencies; provides complex administrative support to the Department Manager, Operations; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class manages reliability engineering activities throughout the District. The incumbent is accountable for accomplishing division goals and objectives and for furthering District goals and objectives within general policy guidelines. This class is distinguished from the Department Manager, Operations Liaison in that the latter has overall responsibility for Operations Liaison functions.

REPORTS TO:

This position reports to Department Manager, Operations Liaison.

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

1. Assumes management responsibility for assigned services and activities of the Reliability Engineering Division including analysis and documentation of system performance and equipment reliability.
2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.

Manager of Reliability Engineering

Page 2

3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
5. Reviews the daily system performance data; monitors technical accuracy and standards of division work products.
6. Evaluates new requests for reliability studies; schedules new and special studies; conducts data research for ongoing and special studies.
7. Oversees or participates in the performance of contractual reliability tests; ensures all tests comply with mandated rules and regulations.
8. Monitors developments and legislation related to assigned area of responsibility; evaluates impact upon district operations; recommends and implements equipment, practices and procedural improvements.
9. Selects, trains, motivates and evaluates engineering personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
10. Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
11. Provides support in the development of specifications for new or modified equipment; reviews proposals and makes recommendations on vendor selection.
12. Serves as the liaison for the Reliability Engineering Division with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
13. Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
14. Provides assistance to the Department Manager, Operations Liaison.

15. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to reliability engineering programs, policies and procedures as appropriate.
16. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of reliability engineering.
17. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive reliability engineering program.

Fundamentals of technology used in transit operations.

Operational characteristics of fixed rail systems and equipment.

Principles and practices of reliability engineering.

Methods and techniques of analyzing and evaluating system performance.

Principles and practices of program development and administration.

Methods and techniques of electronic and electro-mechanical equipment design and manufacturing.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Related Federal, State and local laws, codes and regulations.

Skill in:

Overseeing and participating in the management of a comprehensive reliability engineering program.

Overseeing, directing and coordinating the work of lower level staff.

Directing or performing highly complex, statistical, mathematical and comparative analyses.

Analyzing and measuring equipment reliability.

Scheduling and overseeing complex reliability engineering tests.

Selecting, supervising, training and evaluating staff.

Participating in the development and administration of division goals, objectives and procedures.

Reading and interpreting complex engineering reports and documents.

Preparing and administering large program budgets.

Evaluating supplier compliance with contractual specification requirements.

Preparing clear and concise administrative and financial reports.

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.

Researching, analyzing and evaluating new service delivery methods and techniques.

Manager of Reliability Engineering

Page 4

Interpreting and applying Federal, State and local policies, laws and regulations.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree or equivalent in engineering, mathematics, computer science or a closely related field from an accredited college or university.

Experience:

Five (5) years of (full-time equivalent) verifiable reliability engineering program experience which must have included at least two (2) years of administrative and supervisory experience.

Substitution:

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

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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

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