



OPERATIONS SUPERVISOR - OPERATIONS LIAISONS

FC: OC118
PB: F
FLSA: Non Exempt

PC: 880
BU: 31 (AFSCME)
Revised: June 2015

*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

Supervises and coordinates daily operations and activities on assigned District extension or renovation construction projects; facilitates contractor access to District extension construction sites and locations; serves as Safety Monitor for contractors' activities; supervises, schedules, and provides administrative support for retired employees serving as safety monitors; coordinates assigned activities with other divisions, outside agencies and the general public; provides highly responsible and complex staff assistance to higher level management staff, and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the journey level within the Operations Supervisor series. Employees at this level receive only occasional instructions or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Operations Supervisor in that the latter possesses a specialized, technical or functional expertise within the area of assignment or may supervise the work of Operations Supervisors.

REPORTS TO:

This position reports to the Manager of Operations Liaison or his/her designee.

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

1. Coordinates the organization, staffing and operational activities to provide support to extension program construction operations and renovation projects.
2. Participates in the development and implementation of goals, objectives, policies and priorities; recommends and implements resulting policies and

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procedures; directs, coordinates, and reviews the work plan for assigned services and activities; assigns work activities and projects.

3. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
4. Provides administrative support for the retired BART employees who also perform as Safety Monitors to include scheduling, reviewing, and approval of time cards and reports the employees submit; performs compliance audits including knowledge audit, equipment inventory, and collecting such equipment.
5. Monitors workflow; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
6. Monitors station and train safety systems; conducts safety-monitoring duties for contractors and construction staff on District tracks and lines; monitors contractors activities during actual construction and inspects affected areas of the BART system at the end of the shift.
7. Attends contractor progress meetings; reviews current work in progress and future activities; ensures all safety issues are identified and resolved.
8. Coordinates construction walk-throughs with contractor staff; participates in identifying punchlist items; facilitates access for contractors to complete punchlist items; coordinates acceptance of station completion including furniture, telecommunications, systems operations and other equipment; performs final station cleanup and inspection prior to opening.
9. Prepares project documentation and reports including station manuals; researches items to be included; takes photographs; writes and assembles manuals.
10. Provides supervision during pre-revenue rail vehicle and equipment testing operations.
11. Conducts a variety of operational and administrative studies and special assignments; reports study results to management personnel.
12. Provides staff assistance to higher level management staff.
13. Maintains records and prepares a variety of periodic and special reports and other correspondence as appropriate; submits written and oral reports summarizing contractor's activities and any unusual occurrences.

14. Coordinates assigned support activities with those of other shifts, divisions, outside agencies and organizations.
15. Stays abreast of new trends and innovations in the field of transit operations.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a rail transportation system.
- Transit system operational principles, rules, regulations, policies and procedures.
- Construction contract specifications and documents.
- Principles and practices of safety in transit system and facility construction operations.
- Procedures and requirements for record keeping and reporting of incidents, emergencies, labor hours, and related topics.
- Current office procedures, methods and equipment including computers.
- Techniques and methods of administrative analysis.
- Principles of business letter writing and basic report preparation.
- Principles of supervision, training and performance evaluation.
- Occupational health and safety rules and regulations.
- Related safety rules, regulations and guidelines.
- Related Federal, State and local laws, codes and regulations.

Skill in:

- Coordinating daily contractor operations on assigned extension line.
- Selecting, supervising, training, and evaluating staff.
- Monitoring and enforcing safety rules, regulations and standards.
- Operating radio communication equipment.
- Interpreting and explaining District's policies and procedures.
- Learning and applying District safety and emergency policies and procedures.
- Preparing clear and concise administrative, procedural, and operational reports, logs and records.
- Balancing the needs and concerns of internal customers, external customers, and patrons.
- 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.
- 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.

Other Requirements:

Must be willing to work off-hour shifts, weekends, and holidays, and be subject to overtime.

Must obtain and maintain all required levels of District operating certifications including Safety Monitor certifications.

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

MINIMUM QUALIFICATIONS

Education:

An Associate degree with major courses in transportation, business administration, engineering or a closely related field from an accredited college.

Experience:

Three (3) years of (full-time equivalent) verifiable operational experience in transportation, wayside maintenance or rolling stock. At least two (2) years must have included supervisory or foreworker level experience in a rail transportation setting.

Substitution:

Additional closely related work experience as outlined above may be substituted for the education on a year-for-year basis. An Associate degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; field environment; or construction site environment; exposure to loud noise, dust, vibration, heat, cold, moving vehicles, electrical energy and inclement weather conditions. Exposure includes close proximity to high speed trains and high voltage traction power.

Physical Conditions:

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

EEOC Code: 02

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