



SENIOR OPERATIONS SUPERVISOR - OPERATIONS LIAISONS

FC: OC155
PB: G
FLSA: Non Exempt

PC: 890
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; provides management direction and oversight of assigned construction activities; independently manages contracts and multidisciplinary personnel to accomplish common goals; 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 advanced journey class in the Operations Supervisor series. Positions at this level possess a specialized technical or functional expertise within one area of assignment and supervise the work of Operations Supervisors.

REPORTS TO:

This position reports to Group Manager, Construction Services & Civil Engineering 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 and renovation construction operations; provides oversight of staff involved in extension programs; provides administrative and analytical support on projects and special assignments.
2. Oversees and participates in the development and implementation of goals, objectives, policies and priorities; recommends and implements resulting policies and procedures.

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3. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
4. Directs, coordinates, and reviews the work plan for assigned services and activities; assigns work activities and projects.
5. Monitors workflow; reviews and evaluates work products, methods and procedures; meets with staff to identify issues and resolve problems.
6. Coordinates labor relations matters; investigates rule violations; documents and applies disciplinary procedures.
7. Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; performs annual appraisals of Operations Supervisors.
8. Oversees and monitors station and train safety systems; conducts safety-monitoring duties for contractors and construction staff on District tracks and lines; manages impact of construction activities on public safety by analyzing potential impacts and relaying information to construction management team and contractors.
9. Attends contractor progress meetings; authorizes and approves construction progress via formal Site Specific Work Plans (SSWP) that allow construction activities to proceed; reviews current work in progress and future activities; ensures all safety issues are identified and resolved.
10. Oversees and coordinates construction walk-throughs with contractor staff; participates in identifying punch-list items; facilitates access for contractors to complete punch-list items; coordinates acceptance of station completion including furniture, telecommunications, systems operations and other equipment; performs final station cleanup and inspection prior to opening.
11. Prepares project documentation and reports including station manuals; researches items to be included; takes photographs; writes and assembles manuals.
12. Provides supervision during pre-revenue rail vehicle and equipment testing operations.
13. Conducts a variety of operational and administrative studies and special assignments; reports study results to management personnel.
14. Provides staff assistance to higher-level management staff.

15. Coordinates assigned support activities with those of other shifts, divisions, outside agencies and organizations.
16. Participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate.
17. 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 supervision, training and performance evaluation.
- Principles of business letter writing and basic report preparation.
- 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.
- Interpreting and explaining District's maintenance policies and procedures.
- Selecting, supervising, training and evaluating staff.
- Monitoring and enforcing safety rules, regulations and standards.
- Operating radio communication equipment.
- Learning and applying District safety and emergency policies and procedures.
- Preparing clear and concise administrative, procedural, and operational reports, logs and records.
- 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.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's Degree in transportation, business administration, engineering or a closely related field from an accredited college or university.

Experience:

Four (4) years of (full-time equivalent) verifiable rail operations and/or maintenance experience. At least two (2) years must have included supervision of rail vehicle maintenance, wayside maintenance, or operational personnel in a rail transportation setting.

Other Requirements:

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

Must possess and maintain appropriate levels of District operating certifications including Roadway Worker and Safety Monitor Certifications.

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

Substitution:

Additional closely related work 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:

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

Physical Conditions:

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

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