



SENIOR PRODUCTION ENGINEER

FC: 000052

PB: 06

FLSA:

PC: 725

BU: 92 (NR)

Revised: January 2017

*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

Performs the more complex and difficult duties of staff responsible for analyzing and documenting the preventive maintenance production programs; assists with the development and monitoring of new or modified workflows and processes at system and component level; develops work packages including work plans, instructions, specifications, task sequences, quality checkpoints, safety considerations, technical documentation, and regulatory compliance requirements in the performance of maintenance work; performs related duties as assigned.

CLASS CHARACTERISTICS

This is an advanced journey level class in the Engineering series. Positions at this level possess a specialized technical or functional expertise within the maintenance production of the District operations, lean or six sigma and/or may exercise lead supervision over assigned lower level staff.

REPORTS TO

This position reports to a designated supervisory or managerial position.

EXAMPLES OF DUTIES

1. Ensures that all resources required to complete the work are in place including materials, tools, special equipment, procedures, etc.
2. Works closely with shop personnel and leadership, maintenance engineers, schedulers, planning functions, materials management, and warranty management staff ensuring that all work plans are efficient and effective.

3. Facilitate value stream mapping exercises by employing cross departmental stakeholders
4. Perform problem solving, diagnosing, and/or root cause analysis on issues and develop corrective action plans
5. Assist in monitoring production transaction volume, functionality, capacity, and performance
6. Assist in responding to alerts, data, and trends that have customer impact
7. Coordinate and execute internal projects to better improve processes/work plans
8. Evaluate and review existing production processes/work plans and make any necessary improvements

9. Provides oversight, review and correction of all scheduled work and work packages; reviews all scheduled (non-emergency) maintenance work determining if all resources are available for the work before coordinating with the designated staff to have the work performed.

10. Establishes and promotes good working relations with other departments as well as the industry at large including procurement, logistics, engineering, maintenance and manufacturers/suppliers.

11. Coordinates with engineering to ensure the most current, appropriate work packages are in use; develops and maintains library of standard job packages with work steps and resources.
12. Participates in periodic work review to understand the effectiveness of work packages and job plans; reviews electronic work orders to ensure information is completed properly including all applicable failure coding.

13. Reviews and provides input to preventive maintenance programs and various maintenance documents; incorporates technical drawings, documents, and bulletins in work packages as appropriate.

14. Serves as a maintenance database super-user for the department monitoring trends, developments, and recommending potential improvements in the tool set as well as policies & procedures in relation to the tool set; coordinates document management policy and process for the Department.

QUALIFICATIONS

Knowledge of:

Principles and practices of concepts related to production engineering, lean and/or six sigma

Operational characteristics, services and activities of a maintenance operation

Principles and practices of maintenance planning, lean processing, continuous improvement, standard maintenance procedures, etc.

Principles and practices of budget preparation and administration

Principles of supervision, execution and performance evaluation

Shop operations for maintenance in a public transit environment

Related Federal, State and local laws, codes and regulations

Skill in:

Advanced computer skills including use of computerized maintenance management systems

Facilitating value stream mapping and kaizen activities, including project management of action items

Supervising, directing and coordinating the work of lower level staff including evaluation and performance review

Interpreting and explaining District's maintenance policies and procedures

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

Researching, analyzing and evaluating new maintenance planning/scheduling 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 the work

Use of business software, particularly a computerized maintenance management system (CMMS) and MS Office (Word, Excel, PowerPoint)

Other Requirements:

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

Must possess the physical mobility to walk, climb, stoop, bend, crawl and twist.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in Mechanical or Industrial engineering or a related field from an accredited college or university.

Experience:

Three (3) years of (full-time equivalent) verifiable Production Engineering or Process Development experience in a lean production or maintenance environment. At least two (2) years of technical experience related to fleet maintenance is desired.

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; field environment; exposure to heat, cold, moving vehicles, and inclement weather.

Physical Conditions:

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

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