Invites applications for
Chief Maintenance Officer
Post Date: September 21, 2023

An Equal Opportunity Employer - BART is an equal opportunity employer. Women, minorities, and persons with disabilities are encouraged to apply.

www.bart.gov/jobs
OVERVIEW

Careers at the San Francisco Bay Area Rapid Transit District (BART) offer the satisfaction of providing an invaluable public service, while accomplishing your own career goals, earning highly competitive pay, and enjoying an unparalleled benefits program. BART, one of America’s premier heavy rail public transit systems, is located in the San Francisco Metropolitan area. With over 3,500 employees and an operating budget in excess of $900 million annually, and headquartered in the heart of downtown Oakland, California, BART has a service area covering the 4-county area of San Francisco, San Mateo, Alameda and Contra Costa, a total population of over 4 million people. BART’s current fleet of 669 railcars allows it to achieve an average weekday ridership of over 430,000 passengers throughout its 46 stations. BART, a wonderful career opportunity.

THE POSITION

BART is currently recruiting to fill Chief Maintenance Officer position. This chief level classification manages, through subordinate managers and supervisors, all operations and activities related to the maintenance of all District infrastructure including facilities, tracks, structures, automatic fare collection equipment, non-revenue vehicles, power and mechanical equipment, and systems maintenance relating to train control. Positions at this level are accountable for accomplishing departmental goals and objectives and for furthering District goals and objectives within general policy guidelines.

THE DEPARTMENTS

BART’s Chief Maintenance Officer reports to the Assistant General Manager, Operations. The Chief Maintenance Officer manages, plans, directs, and oversees the activities and operations of the Maintenance Department projects and programs; coordinates assigned activities with other departments and outside agencies; provides highly complex administrative support to the Assistant General Manager, Operations; and performs related duties as assigned.
QUALIFICATIONS

Knowledge of:

- Operations of a comprehensive multi-disciplined maintenance program
- Principles and practices of policy development and administration
- Principles and practices of construction contract administration
- Principles and practices of budget preparation and administration
- Principles of supervision, training, and performance evaluation
- Principles and practices of transit system maintenance
- Principles of project scheduling and management
- Principles of preventive maintenance planning
- Principles relating to safety of fleet and maintenance activities
- Current office procedures, methods, and equipment including computers
- Related Federal, State, and local laws, codes, and regulations

Skill in:

- Managing a comprehensive multi-disciplined maintenance program
- Developing and administering departmental goals, objectives, and procedures
- Analyzing and assessing policies and operational needs and making appropriate adjustments
- Identifying and responding to sensitive community and organizational issues, concerns, and needs
- 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
- Preparing and administering large and complex budgets
- Interpreting and applying applicable 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
EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

1. Assumes full management responsibility for all departmental maintenance services and activities including track and structures, non-revenue vehicles, power and mechanical maintenance, and systems maintenance; recommends and administers policies and procedures.
2. Manages the development and implementation of departmental goals, objectives, policies, and priorities for each assigned service area.
3. Establishes, within District policy, appropriate service, and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Develops, plans, directs, and coordinates, through subordinate level staff and division managers, the Maintenance Department’s work plan, goals, objectives, policies, and procedures.
5. Provides administrative direction to a multi-disciplined maintenance organization.
6. Assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
7. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
8. Plans, organizes, assigns, administers, directs, reviews, and evaluates departmental programs and activities related to the improvement of rapid transit facilities and equipment.
9. Monitors developments and legislation related to assigned areas of responsibility; evaluates impact upon District operations; recommends and implements policy and procedural improvements.
10. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
11. Oversees and participates in the development and administration of the departmental budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
12. Explains, justifies, and defends department programs, policies, and activities; negotiates, resolves sensitive controversial issues.
13. Represents the Maintenance Department to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
14. Provides staff assistance to the Assistant General Manager, Operations; participates on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
15. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of maintenance.
16. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

MINIMUM QUALIFICATIONS

Education
Possession of a bachelor’s degree in business administration, public administration, maintenance, or a closely related field from an accredited college or university.

Experience
Seven (7) years of (full-time equivalent) verifiable professional experience in management and administration of a major maintenance program which must include at least two (2) years of managerial experience.

Substitution
Additional professional experience as outlined above may be substituted for the education on a year-for-year basis.

The successful candidate must have an employment history demonstrating reliability and dependability; provide copies of certificates, diplomas or other documents as required by law, including those establishing his/her right to work in the U.S.; pass a pre-employment medical examination which includes a drug and alcohol screen, and which is specific to the essential job functions and requirements. Pre-employment processing will also include a background check. (Does not apply to current full-time District employees unless specific job requires additional evaluations).

APPLY

If you are interested in this outstanding opportunity, please contact Mr. Gregg A. Moser at gmoser@kapartners.com

Applications must be submitted (in completed form) by the closing date and time listed on the job announcement.