



## SUPERINTENDENT of SYSTEMS, eBART

**JC:** 000087  
**PB:** 11  
**FLSA:** Exempt

**BU:** 95 (NR)  
**Created:** October 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**

Directs, manages, supervises and coordinates all activities related to the operation and maintenance of systems related to the eBART system including track, signal communications. Additionally oversees all activities of the operation and maintenance of the BART to OAK Automated People Mover (APM) contract operator; coordinates assigned activities with other divisions, departments and outside agencies; provides highly responsible and complex administrative support to the Group Manager; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

Incumbents in this class administer, through subordinate supervisory levels and long-term contracts, the inspection, preventive maintenance and repair of all systems on the eBART line as well as the BART to OAK APM system on a 24/7 basis. This position also is responsible for developing and implementing state of good repair and other capital programs related to the eBART and BART to OAK systems. 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 Group Manager in that the latter has responsibility for managing and directing all eBART and BART to OAK activities for the District.

### **REPORTS TO**

This position reports to the eBART Chief Operating Officer and/or the BART Chief Safety Officer.

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

1. Assumes management responsibility for the installation, maintenance, repair and modification of all eBART and BART to OAK systems.
2. Oversees the activities of and evaluates the performance of the BART to OAK contract operator including coordination with all internal BART departments.
3. During program development and system start-up phases, develops appropriate job descriptions and qualifications, training programs and conducts training of all systems eBART personnel.

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4. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
5. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
6. 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.
7. Researches and develops specifications, solutions, and system or equipment upgrades eBART systems and equipment; develops specifications for contract services as required; directs the work of outside contractors; minimizes revenue service disruptions.
8. Develops and implements appropriate training programs; ensures appropriate operational safety levels are maintained; reviews and modifies programs as necessary.
9. Hires, trains, motivates and evaluates eBART systems 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 group's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
11. Serves as the liaison for BART to OAK with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
12. Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
13. Provides responsible staff assistance to the Group Manager.
14. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to complex maintenance problems, programs, policies and procedures as appropriate.
15. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of power and mechanical maintenance.
16. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

*This position will be engaged in other duties as assigned, without regard to the limitations of job descriptions, in order to maximize the efficient delivery of eBART services.*

## **QUALIFICATIONS**

### **Knowledge of:**

Operational characteristics, services and activities of Automated People Mover systems.  
Operational characteristics, services and activities related to railroad systems.  
Principles and practices utilized in the development of preventive maintenance, and State of Good repair programs.  
Principles and practices in overseeing large operating and maintenance contracts.  
Methods and techniques of developing and implementing safety programs in assigned area.  
Principles and practices of bid specifications, review, and selection.  
Principles and practices of procurement, purchasing, ordering and requisitioning.  
Principles and practices of program development and administration.  
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 railroad systems program.  
Starting up new transit systems and systems integration.  
Interpreting technical specifications, diagrams and manuals.  
Developing and managing large service contracts.  
Developing equipment specifications; analyzing bids and evaluating products.  
Selecting, supervising, training and evaluating staff.  
Participating in the development and administration of division goals, objectives and procedures.  
Preparing and administering large program budgets.  
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.  
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 engineering, business administration or a related field from an accredited college or university.

### **Experience:**

Five (5) years of (full-time equivalent) verifiable experience in the development and management of transit systems including train control traction power communications and track. Must have at least two (2) years of administrative and supervisory experience.

### **Other Requirements:**

Must possess sufficient mobility to perform field inspections and investigations.

**Substitution:**

Additional 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; exposure to computer screens; field environment; construction site environment; exposure to heat, cold, moving vehicle, electrical energy and inclement weather conditions.

**Physical Conditions:**

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

**BART EEO-1 Job Group:** 0500 – Executives/Managers

**Safety Sensitive:** No