



## ASSISTANT SUPERINTENDENT of OPERATIONS, eBART

**JC:** 000091  
**PG:** 9  
**FLSA:** Exempt

**BU:** 95 (Non-Represented)  
**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**

Under general direction, this classification is responsible for railroad dispatch, train control, radio communications, field supervision, field customer service, field safety and accident investigation, supervisory and administrative duties, employee assessment, counseling, training and discipline.

### **CLASS CHARACTERISTICS**

This classification, Assistant Superintendent of Operations (ASO) is the frontline manager of all eBART train operations, passenger services, rules, regulations and safety compliance. The class is also an eBART certified Locomotive Engineer who functions as a trainer and certifier of Train Engineers and under abnormal or emergency conditions, may be required to operate a train in revenue service and perform all duties of an eBART Train Engineer. Develops and implements all Standards and Emergency Operating Procedures.

### **REPORTS TO**

This classification reports to Superintendent Operations – eBART and/or his/her designee.

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

1. Monitors, controls, coordinates and supervises the status and performance of train operations and field maintenance activities.
2. Ensures compliance with all applicable State, Federal and eBART rules policies and procedures.
3. Coordinates the movement of trains with activities of Maintenance of Way and Vehicle Maintenance staff, and contractors, to minimize service interruptions.
4. Maintains direct and continuous communication with Train Engineers, Supervisors in the field, and with BART Operations Control when necessary.
5. Oversees rail operations by use of computer-generated displays, display board, indications, computer inputs and voice communications.
6. Monitors and interprets the dispatch system display board, computer work station displays and radio communications to determine the status of revenue passenger train operations, non-revenue equipment and vehicle activity, intrusion alarms, other system status controls, and

## Assistant Superintendent Operations - eBART

Page 2

responds with appropriate computer commands and verbal instructions to Train Engineers and other eBART personnel to maintain system performance and safety.

7. Responds to any site on the eBART system when field conditions require the physical presence of a person with Operations Department authority, including operating incidents, passenger incidents, actual or potential sources of delay.
8. Controls switches and signals through the eBART train control system, and, under emergency conditions, in the field.
9. Dispatches and directs passenger train movements using train control and signal systems, and radio communications. Coordinates passenger operations with BART Control Center to assure smooth passenger transfers between the eBART and BART systems.
10. Takes corrective action to prevent delays from interfering with a high level of on-time performance of scheduled service and reliable passenger transfers.
11. Directs and coordinates responses from Vehicle Maintenance, Systems Maintainers and other eBART personnel to conditions or incidents in the field.
12. Develops and maintains direct relationships with and provides equipment and Operations orientation and training to first responders from all jurisdictions located along the eBART right of way. This includes Police and Fire Departments, Contra Costa County Sheriff's Department and the California Highway Patrol.
13. Trains, assesses and certifies eBART Train Engineers and Vehicle Maintainers.
14. Performs operational testing anywhere on eBART property. Determines whether Engineers possess and employ the skills necessary to safely operate eBART trains in accordance with their current locomotive engineer certification; provides corrective training or counseling as needed.
15. Assists in the preparation and updating of, and provides training and orientation for Standard Operating Procedures and Emergency Operating Procedures.
16. Evaluates passenger service to ensure that existing systems are functioning properly and that District policies, procedures, rules, and regulations are being followed.
17. Maintains accurate reports and records as required for safety, operations and other maintenance work performed.
18. Conducts investigations and prepares reports on emergency, unusual incidents and passenger complaints. Assists with investigations in safety-related incidents and preparation of reports for submittal to California and Federal oversight agencies.
19. Performs supervisory and administrative functions, including application of eBART's disciplinary system when required.
20. Performs on-site trouble shooting of eBART passenger equipment in the field or directs trouble-shooting activities through radio and phone communications.
21. May be asked to perform other cleaning duties as assigned.

## **Assistant Superintendent Operations - eBART**

Page 3

22. Must develop and maintain positive working relationships with co-workers, supervisors, contractors and customers, and effectively handle conflict situations.

23. Performs other duties as assigned.

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

### **QUALIFICATIONS**

#### **Knowledge of:**

Maintenance practices and California Public Utilities Company (CPUC) regulations for commuter rail fleet.

Principles and practices of warranty administration and quality assurance.

Occupational hazards and standard safety practice.

Principles of supervision, training and performance evaluation.

Federal, State and local laws, codes and regulations.

#### **Skill in:**

Managing a comprehensive rail vehicle maintenance program.

Developing and administering departmental goals, objectives and procedures.

Analyzing and assessing policies and operational needs and making appropriate adjustments.

Selecting, training, supervising and evaluating staff.

Delegating authority and responsibility.

Preparing clear and concise administrative and financial reports.

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 successfully complete all eBART certification programs.

Must follow all general railway safety rules and procedures in the performance of duties, in, on and around an active railroad environment including stations, shops, layover tracks, bus bays and parking lots.

Must possess and maintain a valid California Driver's License and have a satisfactory driving record.

Must be willing to work off-hours shifts, holidays and weekends.

Able to respond appropriately to co-workers, passengers, maintain accurate logs and records of work performed.

Demonstrates clear, effective oral, written and verbal communication skills in English.

Must meet vision and color recognition requirements for signal recognition and repair.

Must be able to lift or position a fifty (50) pound object.

Must meet minimum vision and color recognition requirements.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

High school diploma, GED or recognized equivalent. Additional Professional experience as outlined above may be substituted for the education on a case by case basis.

#### **Experience:**

Seven (7) years verifiable railroad or rail transit operations or maintenance experience and work history including two (2) years in a management or supervisory role.

**Assistant Superintendent Operations - eBART**

Page 4

**PREFERRED QUALIFICATIONS**

Federal Railroad Administration (FRA) certified locomotive engineer.

Experience in a GCOR operating environment.

Experience as a railroad dispatcher, Road Foreman or trainmaster.

Experience with delivery of customer services.

**WORKING CONDITIONS**

**Environmental Conditions:**

Railroad, stations, maintenance facility environments.

Office and shops, computers, office machines, shop machinery.

Exposure to physical, electrical, chemical hazards, inclement weather conditions.

**Physical Conditions:**

Able to work in cramped overhead, confined, enclosed or awkward spaces including maintenance pits, equipment rooms, roof hatches.

Able to stoop, bend, crouch, crawl, balance, climb.

Able to walk long distances over uneven terrain.

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

**Safety Sensitive:** Yes