



AUTOMATIC FARE COLLECTION FOREWORKER

FC: MA105
PG: FP-MAINT
FLSA: Non-Exempt

PC: 825
BU: 06 (SEIU)
Created: September 1990
Revised: 2004

*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 supervision, plans, directs and reviews the work of a shift of automatic fare collection maintenance technicians engaged in the maintenance and primary repair of District automatic fare collection, equipment; provides for the instruction of staff in work and safety procedures; and performs related duties as assigned.

CLASS CHARACTERISTICS

This class assigns and directs the work of a shift of employees in a specified functional area. Work schedules and assignments to be completed are provided by a higher level supervisory class, and the foreworker is responsible for ensuring that the work is completed satisfactorily during the shift. While the foreworker is responsible for initial appraisal and documentation of performance, employee selection and major personnel decisions are left to the full supervisor in charge.

REPORTS TO

This position reports to the shift Section Manager, Automatic Fare Collection Maintenance.

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

1. Plans daily work schedules in accordance with assigned work list; assigns work to individuals and ensures that the work is done to accepted standards and within an established time frame.
2. Assesses and adjusts priorities to ensure that automatic fare collection and cash handling equipment does not impact revenue operations.
3. Provides on-site supervision of crews.
4. Assists/instructs employees in troubleshooting and planning complex repairs and maintenance.
5. Assesses scope of unscheduled repair requests and assigns work; determines if the scope of repair requires completion by component repair shop and coordinates referral of equipment to the shop.
6. Reviews and appraises performance of technicians, counsels employees and prepares documentation of deficiencies; resolves minor disputes and informs supervisors of disciplinary problems requiring action.

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7. Interprets District policies and procedures to employees.
8. Arranges provisions of tools and equipment to employees in the field; ensures necessary parts, tools, and supplies are available for completion of jobs.
9. Orders/requisitions stock and special parts and equipment as needed and maintains inventory.
10. Conducts safety meetings and discussions on assigned topics and shop issues; trains employees, and monitors and enforces use of protective clothing, devices and safe work habits.
11. Reads and interprets maintenance manuals, procedures, diagrams and schematics.
12. Arranges support for Automatic Fare Collection maintenance from other groups.
13. Responds to computerized telephone and in-person requests for Automatic Fare Collection maintenance.
14. Maintains logs and records and prepares reports of work performed, labor hours and materials used, using the District's maintenance management software and other PC applications such as excel, lotus notes, word.
15. Operates District vehicles to reach equipment to be serviced and may include high-railed vehicles used on tracks; may operate cranes or other equipment as required for repair.

QUALIFICATIONS

Knowledge of:

District Safety Rules, Standard Plans, Specifications, Rules, Regulations and Operations Procedures.

Basic operating principles of digital and analog circuitry.

Methods, materials, tools and equipment used in preventive maintenance, repair and replacement of automatic fare collection equipment.

Basic supervisory principles including work assignment, instruction and review;

procedures and equipment for diagnosing and troubleshooting Automatic Fare Collection equipment problems.

Current District PC applications such as excel, lotus notes, word, etc.

Mathematics used in automatic fare collection maintenance.

Principles and practices of safety in equipment repair and maintenance.

Procedures for ordering and requisitioning parts, tools and supplies.

Skill in:

Planning, assigning, directing and reviewing the work of assigned staff; instructing staff on work and safety procedures.

Analyzing equipment repair and maintenance problems, establishing scope of work required and recommending approach to the work.

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Preparing and maintaining accurate records, logs and reports; reading and interpreting manuals, diagrams and schematics.

Using current PC applications systems.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Effectively assessing priorities for automatic fare collection and cash handling equipment maintenance work.

Exercising sound independent judgment within general policy guidelines.

Leadership and organizational ability.

Operating District's radio and telephone communications systems in compliance with District Rules, Regulations and Procedures.

MINIMUM QUALIFICATIONS

EDUCATION:

An Associate degree in electronics from an accredited college; a Certificate of Achievement in Electronics from an accredited college, or completion of military training in electronics, or completion of a formal apprenticeship as an electronic technician and possession of a high school diploma, GED, or recognized equivalent.

Experience:

Two (2) years of (full-time equivalent) verifiable journey level experience in the maintenance and repair of automatic fare collection or related electronic equipment, which must have included at least six (6) months in a supervisory or lead capacity or must have completed a supervisory course at some accredited institution or its equivalent.

Other Requirements:

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

Must be able to work various shifts, weekends, holidays and overtime.

Must be physically able to climb, stoop, bend, kneel, and crawl to inspect work of others.

Must possess adequate color vision to distinguish wiring and parts.

Must be physically able to lift to waist level and carry up to 60 pounds.

Must be physically able to stand for prolonged periods of time.

Must be willing to work in exposure to live voltage.

Must be able to wear respiratory protective equipment during the performance of assigned duties in accordance with the District Respirator Program and applicable Cal-OSHA requirements.

Must be able to understand, read and communicate in English.

Substitution:

In addition to the experience listed above, four (4) years of (full-time equivalent) verifiable electronic maintenance experience (i.e. maintaining, troubleshooting and repairing electronic and/or electro-mechanical equipment) can be substituted for the education.

Working Conditions:

Environmental Conditions:

Shop environment; exposure to live voltage, electronic equipment, ancillary equipment and devices;

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field environment; exposure to air contamination, heat and cold; and inclement weather.

Physical Conditions:

Requires maintaining physical condition necessary for lifting and carrying, climbing, stooping, bending, kneeling, crawling, walking or standing for prolonged periods of time.

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