



ASSISTANT SUPERINTENDENT of VEHICLE MAINTENANCE, eBART

JC: 000090

PG: 9

FLSA: Exempt

BU: 91 (NR)

Created: February 2017

Revised: June 2019

*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 direction, manages and administers the operations and activities of the eBART Vehicle Maintenance Department including oversight of shop operations, field operations, engineering and planning, maintenance and repair of all eBART rolling stock; develops long- range plans and projections of future needs for fleet maintenance, preventive maintenance and repair; coordinates assigned activities with other eBART and BART departments and outside agencies; provides responsible support to the Superintendent - Vehicle Maintenance, eBART; performs related duties as assigned.

CLASS CHARACTERISTICS

This supervisor/managerial classification is responsible, through subordinate professionals, for the vehicle, facilities, and machinery maintenance. Positions at this level are accountable for accomplishing division goals and objectives, following operating procedures and policies, technical decision making, budget administration and personnel management. This classification is distinguished from the Superintendent of Vehicle Maintenance, eBART in that the latter has overall responsibility for managing all activities relating to the eBART Vehicle Maintenance Department.

REPORTS TO

Superintendent of Vehicle Maintenance, eBART or designee.

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

1. Manages and administers the operations and activities of the eBART Vehicle Maintenance Department including the planning, scheduling and execution of the maintenance, repair and upgrade work on all eBART rolling stock is completed in accordance with all CPUC (California Public Utility Commission) regulations, OEM recommendations and eBART standards.
2. Promotes and enforces safe practices for working on or around rolling stock, buildings and yards of other facilities which are used by Vehicle Maintenance personnel.
3. Creates, tracks, and reviews MAXIMO maintenance CM database; provides Input and finalizes

MAXIMO PM database. Provides inventory control of MAXIMO database and checks employee timekeeping and makes adjustments.

4. Plans, directs and coordinates through subordinate level staff, the eBART maintenance work plan. Assigns projects and areas of responsibility.
5. Reviews and evaluates work methods and procedures.
6. Establishes appropriate service and staffing levels, monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, allocates resources accordingly.
7. Responsible for the development and administration of the eBART asset management databases within designated database.
8. Maintains the eBART Reliability, Availability, Maintainability and Safety (RAMS) Program including creation of mission critical reports and performance indicators, computerized records of equipment and personnel performance.
9. Participates in the selection, training and evaluation of personnel; provides or coordinates staff training; works with employees to correct deficiencies; and implements discipline procedures.
10. Represents eBART to other departments, agencies, Original Equipment Manufacturer (OEM), contractors and vendors in Superintendent's absence.
11. Coordinates activities, attends and participates in professional meetings as assigned.
12. Assists with or performs Vehicle Maintainer duties; inspection and diagnostics, repairs or replaces components, operates trains, performs cleaning and servicing as required.

QUALIFICATIONS

Knowledge of:

- MAXIMO System of work orders and inventory
- Share Point, TAAD, Outlook, District computer softwares and systems
- Union rules, safety regulations and human resource knowledge
- Procedures, regulation, schedules and requirements of vehicle and building maintenance
- Maintenance practices and CPUC regulations for commuter rail fleet.
- Principles and practices of warranty administration and quality assurance
- Operational characteristics, services and activities related to railroad systems
- Principles and practices utilized in the development of preventive maintenance and 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

Assistant Superintendent Vehicle Maintenance, eBART

Page 3

- 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/Ability in:

- Overseeing and participating in the management of a comprehensive rail vehicle maintenance 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 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

Other Requirements:

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

Retain a valid class "C" California Driver's License and satisfactory driving record.

Complete the eBART certification program within that timeframe.

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 including Roadway Worker Protection rules (CPUC-GO175, Title 49 CFR 213.7).

Must be willing to work off-hours shifts, holidays and weekends as part of regular work week.

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

Must be willing to work off-hour shifts, holidays and weekends beyond your regular scheduled hours.

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in Engineering, Mechanical Maintenance or related field from an accredited college or university.

Experience:

Five (5) years of (full-time) professional verifiable experience in vehicle maintenance of diesel or electric passenger rail vehicles or related experience which must include at least two (2) years of supervisory experience.

Substitution:

Assistant Superintendent Vehicle Maintenance, eBART

Page 4

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:

Railroad, stations, maintenance facility environments. Computers, office machines, shops and shop machinery. Exposure to physical, electrical, chemical hazards, inclement weather conditions.

Physical Conditions:

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time. Must possess sufficient mobility to perform field inspections and investigations.

BART EEO-1 Job Group: 0500 Executives/Managers
Census Code: 0160 – Transportation Managers
Safety Sensitive: Yes