



ASSISTANT SUPERINTENDENT OF SYSTEMS MAINTENANCE

JC: MF822
PB: 9
FLSA: Exempt

BU: 95 (NR)
Created: November 2000
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 District's Systems Maintenance Division of the Maintenance and Engineering Department including comprehensive maintenance of communications, telecommunications, central control, control displays, electronic train control, computer and automatic fare collection systems; provides responsible support to the Superintendent of System Maintenance; performs related duties as assigned.

CLASS CHARACTERISTICS

This supervisor/managerial classification is responsible, through subordinate professionals, for the comprehensive maintenance of communications, telecommunications, central control, control displays, electronic train control, and computer and automatic fare collection systems. 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 Systems Maintenance the latter is responsible for managing all operations and activities relating to a major rail transit vehicle maintenance shop.

REPORTS TO:

Superintendent of Systems Maintenance or designee.

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

1. Manages and coordinates the daily operations and activities of the Systems Maintenance Division of the Maintenance and Engineering Department including comprehensive maintenance of communications, telecommunications, central control, control displays, electronic train control, computer and automatic fare collection systems; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.

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3. Plans and coordinates shop activities including staffing, parts availability and scheduling; monitors and evaluates shop operations and production.
4. Assumes management responsibility for the installation, maintenance, repair, and modification of systems.
5. Assumes management responsibility for comprehensive maintenance programs for electronic train control systems, communications systems, telecommunications systems, central control, control displays, automatic fare collection systems, station data gathering systems, and other systems that support real-time train operations.
6. Serves as the liaison for the Systems Maintenance Division with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues
7. Participates in the development and administration of the annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
8. Assists in the selection, motivation, and evaluation of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
9. Monitors employee safety compliance daily; conducts monthly shop safety meetings and takes corrective actions.
10. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of transit vehicle maintenance.
11. Provides staff assistance to the Superintendent of Systems Maintenance; participates on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.

QUALIFICATIONS

Knowledge of:

- Revenue cars system mechanical and electrical components and functions
- Repair policies and procedures
- Operations of a comprehensive fixed rail transit vehicle maintenance program
- Principles, practices, methods, materials, tools, and equipment used in the preventive maintenance of fixed rail transit vehicles
- Rail transit vehicle maintenance planning, scheduling, and control
- Methods and techniques of investigating rail transit vehicle incidents, accidents, and malfunctions
- Principles and practices of budget preparation and administration
- Principles and procedures of financial record keeping and reporting
- Principles of supervision, training, and performance evaluation
- Principles of business letter writing and basic report preparation
- Occupational hazards and standard safety practices

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- Related Federal, State and local laws, codes, and regulations including OSHA and environmental rules and regulations

Skill/Ability in:

- Assisting in the management of a comprehensive fixed rail transit vehicle maintenance program
- Selecting, supervising, training and evaluating staff
- Preparing, maintaining, and reviewing vehicle maintenance schedules
- Participating in the development and administration of division goals, objectives, and procedures
- Investigating and resolving rail transit vehicle incidents, accidents, and malfunctions
- Preparing and administering program budgets
- Preparing clear and concise administrative and financial reports
- Planning and coordinating shop activities
- Assessing revenue vehicle needs of various transportation lines
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals
- Ensuring compliance with applicable EPA, OSHA and other mandated rules and regulations
- 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

Responsible for revenue vehicle and shop problems 24 hours, 7 day per week on-call.

MINIMUM QUALIFICATIONS

Education:

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

Experience:

Five (5) years of (full-time) professional verifiable experience in fixed rail vehicle maintenance or related experience which must include at least two (2) years of management experience.

Substitution:

Additional professional 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; shop environment; exposure to heat, cold, moving vehicles, electrical energy, noise, dust, grease, smoke, fumes, gases, and inclement weather; work or inspect in confined spaces

Physical Conditions:

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

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BART EEO-1 Job Group: 0500 – Executives/Managers
Census Code: 0430 – Miscellaneous Managers
Safety Sensitive: No