



## ASSISTANT SUPERINTENDENT of SYSTEMS, eBART

**JC:** 000150

**PB:** 9

**FLSA:** Exempt

**BU:** 95 (NR)

**Created:** February 2014

**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 oversees the daily operations and activities of eBART systems maintenance including the installation, inspection, maintenance, repair and modification of all eBART systems; performs related duties as required.

### **CLASS CHARACTERISTICS**

This supervisory/managerial classification is responsible, through subordinate personnel, for overseeing specialized maintenance contracts, inspection, and preventive maintenance and repair of all systems on the eBART line on a 24/7 basis. Classifications at this level are accountable for accomplishing department goals and objectives and for furthering eBART goals and objectives within general policy guideline. This classification is distinguished from the Superintendent of Systems in that the latter has overall responsibility for managing and directing all eBART systems operations and activities.

### **REPORTS TO**

Superintendent of Systems, eBART or designee.

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

1. Manages and oversees, through subordinate personnel, the daily operations and activities of eBART systems maintenance including the installation, inspection, maintenance, repair and modification of all eBART system.
2. During program development and system start-up phases, assists in the development of training programs and the training of all systems eBART personnel.
3. Reviews work orders and plans; schedules maintenance.
4. Provides emergency response to system failures including track defects, signal system failures, communication errors and building defects.

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. Writes and reviews maintenance procedures, manual, books, plans, drawings and policies.
10. Hires, trains, motivates and evaluates eBART systems personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
11. 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.
12. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to complex maintenance problems, programs, policies and procedures as appropriate.
13. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of power and mechanical maintenance.
14. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

## **QUALIFICATIONS**

### **Knowledge of:**

- Maintenance practices and California Public Utilities Commission (CPUC) regulations for commuter rail fleet
- Maintenance scheduling and labor
- Computerized maintenance design and operation
- Various types of mechanical, electro-mechanical and electronic equipment including railroad, signaling and communication equipment
- 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 State of 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
- 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 railroad signaling, communications, train control 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 and 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
- Communicating clearly and concisely, both orally and in writing
- 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
- Principles and practices of program development and administration
- Principles and practices of budget preparation and administration
- Establishing and maintaining effective working relationships with those contacted in the course of work

**MINIMUM QUALIFICATIONS**

**Education:**

Bachelor's degree in Business Administration, Engineering or closely related field from an accredited college or university.

**Experience:**

Five (5) years (full-time) professional verifiable experience in transit maintenance, systems engineering or related experience which must include at least two (2) years of management experience.

**Other Requirements:**

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).

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office environment; exposure to computer screens field environment; construction site environment; exposure to heat, cold, moving vehicle, electrical energy or 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. Must be willing to work off-hours shifts, holidays and weekends. Must meet vision and color recognition requirements for signals recognition.

**BART EEO-1 Job Group:** 0500 – Executives/Managers  
**Census Code:** 0430 – Miscellaneous Managers  
**Safety Sensitive:** Yes