ASSISTANT SUPERINTENDENT, SYSTEMS MAINTENANCE

FC: MF830 PC: 940
PB: 10 BU: 95
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*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

Administers, directs, manages, supervises and coordinates the activities and operations within the Systems Maintenance Division of the Maintenance and Engineering Department; coordinates assigned activities with other divisions, departments and outside agencies; provides highly responsible and complex administrative support to the Superintendent of Systems Maintenance; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class has management responsibility for comprehensive maintenance of communications, telecommunications, central control, control displays, electronic train control, computer and automatic fare collection systems. This class is distinguished from the Superintendent of Systems Maintenance in that the latter has overall management responsibility for the Division of Systems Maintenance.

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

1. At the direction of the Superintendent of Systems Maintenance, assumes management responsibility for the installation, maintenance, repair, and modification of systems within the Systems Maintenance Division; 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. Ensures compliance with District standards and specifications.

2. Assists in the management, development, and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.

3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends within departmental policy, appropriate service and staffing levels.

4. Plans, directs, coordinates and reviews the work plan for maintenance and repair staff, assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.

5. Develops, implements and evaluates preventive maintenance, inspection, repair, installation and modification programs; adjusts as required.

6.   Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

7.   Participates in the development and administration of the Division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.

8.   Serves as the liaison for the Systems Maintenance Division with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.

9.   Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.

10.   Provides responsible staff assistance to the Superintendent of Systems Maintenance.

11.   Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to complex maintenance problems, programs, policies and procedures as appropriate.

12.   Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of computer maintenance and equipment and in the field of automatic fare collection maintenance and equipment.

13.   Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:
Operations, services and activities of comprehensive maintenance, installation and repair programs for: electronic train control, central control, control displays, automatic fare collection, computers, communications and/or telecommunications systems.
Principles and practices of preventive maintenance and repair of electronic train control, central control, control displays, automatic fare collection, computer, communications and/or telecommunications systems.
Principles and practices of project scheduling and management.
Principles and practices of program development and administration.
Principles and practices of budget preparation and administration.
Principles of supervision, training, and performance evaluation.
Office procedures, methods, and equipment including computers.
Related Federal, State and local laws, codes and regulations.

Skill in:
Overseeing and participating in the management of: comprehensive train control, communications and telecommunications maintenance programs; comprehensive computer and automatic fare collection maintenance programs.
Selecting, supervising, training and evaluating staff.
Participating in the development and administration of division goals, objectives and procedures.

Preparing and administering large program budgets and contracts.
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.

MINIMUM QUALIFICATIONS

Education:
A Bachelor's degree in electrical engineering, electronics, computer engineering or a closely related field from an accredited college or university.

Experience:
Four (4) years of (full-time equivalent) verifiable experience in train control, communications, telecommunications, computers, and/or automatic fare collection maintenance programs. At least two (2) years must have included supervisory or administrative 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; field environment; and electrical energy. Exposure to computer screens, noise, dust, grease, smoke, fumes, gases, heat, and cold; work or inspect in confined spaces.

Physical Conditions:
Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; light lifting, bending, stooping, kneeling.

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