ASSISTANT CHIEF MAINTENANCE AND ENGINEERING OFFICER

FC: 000086 PC: 960
PB: N12 BU: 95 (Non Rep)
FLSA: Exempt Created: August 2013
Updated: January 2015

*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 plans, directs, manages and oversees the maintenance and engineering assets and activities for the assigned Maintenance and Engineering Area. Asset categories can include one or more of electronic, electrical, traction power, mechanical, structural, facility, civil and track systems. Develops and executes maintenance and asset management plans, oversees and manages the execution of complex rehabilitation and replacement projects; coordinates assigned activities with other departments and outside agencies; provides highly responsible, complex administrative and technical support to the Chief Engineer; and performs related duties as assigned.

CLASS CHARACTERISTICS

This class manages, through subordinate managers, all maintenance and engineering activities related to the successful deployment and life cycle management of assigned activities and infrastructure assets. The incumbent will utilize best practices in engineering, maintenance, project management and asset management activities to ensure assigned assets efficiently support revenue service. The assigned group will use in-house staff and contractors to execute complex technical engineering and rehabilitation projects, and safety and reliability centric preventative maintenance and repair work. Incumbent are accountable for accomplishing departmental goals and objectives and for furthering District goals and objectives within general policy guidelines. This class is distinguished from the Chief Engineer, in that the latter has overall responsibility for directing all District fixed asset engineering and maintenance functions.

REPORTS TO

The Chief Engineer and/or his/her designee.

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

1. Assumes full management responsibility for all assigned infrastructure assets, which may include single or multiple categories of asset types.

2. Manages and participates in the development and implementation of departmental goals, objectives, policies and priorities for each assigned engineering and maintenance division.

3. Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of assigned area's service delivery methods and procedures, provides recommendations for improvement, and allocates resources accordingly.

4. Plans, directs and coordinates, through subordinate level staff, the assigned group's work plan; assigns projects and programmatic areas of responsibility; establishes clear responsibility for personnel safety programs and processes, reviews and evaluates work methods and procedures; assess and monitors workload: identifies opportunities for improvement; meets with key staff to identify and resolve problems: and directs and implements changes.

5. Participates in the development and optimization of business management systems; analyzes and utilizes data to make management decisions and measure organizational performance; enforces compliance with business processes; provides resources, data and expertise that contribute to the formulation and execution of District asset management processes and plans.

6. Responsible for the execution of, and participation in, the development of proactive and predictive maintenance programs; define and meet equipment safety standards, analyze and monitor performance and quality; manage through data acquisition and analysis; employ reliability centered maintenance methodology; effectively plan and schedule the execution of interdisciplinary work; and optimize materials management in the group.

7. Oversees the execution of engineering projects and major contract design and rehabilitation projects; ensures use of design best practices to define and meet safety requirements and customer needs; utilizes project management best practices to optimize project delivery; reviews performance and implements changes as necessary; and oversees and directs the work of in-house, consultant and contracted staff.

7. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of systems, and maintains a very high level of technical expertise; provide strategic direction in the research, analysis, development and implementation of new technology; and manage and execute the resolution of complex technical problems.

8. Oversees and participates in the development and administration of the departmental budget; provides annual and long range forecasts of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.

9. In coordination of designated personnel manages and supports labor relations issues including Department and District labor-management relations, investigations, grievances and arbitrations, contracting notifications, and negotiations.

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

11. Monitors developments and legislation related to assigned areas of responsibility; evaluates impact upon District operations; recommends and implements policy and procedural improvements.

12. Represents the District to representatives of manufacturers, vendors, governmental agencies and professional and business organizations; coordinates assigned activities with those of other departments and outside agencies and organizations.

13. Provides responsible staff assistance to the Chief Engineer; participates on various District management committees; prepares and presents staff reports and other necessary correspondence.

QUALIFICATIONS

Knowledge of:

Operations, principles, and activities of comprehensive maintenance and engineering programs
Principles and practices of comprehensive asset management programs
Principles and practices of design for assigned infrastructure asset categories.
Principles and practices of modern maintenance management.
Principles and practices of project and contract management.
Principles and practices of program development and administration
Principles and practices of policy 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 in:

Managing comprehensive maintenance and engineering asset management programs.
Managing engineering design programs
Managing maintenance programs
Delivering capital projects
Utilization and analysis of data as a basis for decision making
Developing and administering departmental goals, objectives and procedures.
Analyzing and assessing policies and operational needs and making appropriate adjustments.
Identifying and responding to sensitive community and organizational issues, concerns and
needs.
Project Management
Delegating authority and responsibility.
Selecting, supervising, training and evaluating staff.
Preparing clear and concise administrative and financial reports.
Preparing and administering large and complex budgets.
Interpreting and applying applicable 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 engineering or a similar field from an accredited college or university.

Experience:
Five (5) years of (full-time equivalent) verifiable maintenance and/or engineering management experience, in the identified Maintenance and Engineering area, which must have included at least three (3) years of management and administrative experience. Experience with both engineering and maintenance activities in a transit operational setting highly desirable.

Substitution:
Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

License or Certificate:

Registration as a professional engineer is highly desirable.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; field environment; rail right of way environments; construction site environment; exposure to heat, cold, moving vehicle, electrical energy and inclement whether conditions.

Physical Conditions:

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

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