



ASSISTANT SUPERINTENDENT, WAY AND FACILITIES

JC: 000020

PC: 940

PB: 10

BU: 95 (NR)

FLSA: Exempt

Created: November 8, 2007

Revised: December 16, 2009

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 Way and Facilities Maintenance Division of the Maintenance and Engineering Department; coordinates assigned activities with other divisions, departments and outside agencies; provides highly complex administrative support to the Superintendent of Way and Facilities; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class has management responsibility, on a multiple shift basis, for comprehensive inspection, repair and maintenance of structures, fire services equipment, surveying; buildings and facilities maintenance and repair. This class is distinguished from the Superintendent of Way and Facilities Maintenance in that the latter has overall management responsibility for the Division of Way and Facilities Maintenance.

REPORTS TO

This position reports to the Superintendent of Way and Facilities.

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

1. At the direction of the Superintendent of Way and Facilities, assumes management responsibility for assigned services and activities of the Way and Facilities Maintenance Division including inspections, testing, maintenance and repair of all trackway, tunnels, subways, bridges, embankments and related structures; buildings and facilities repair; painting and plumbing.
2. Assists in the management, development, and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.

Assistant Superintendent, Way and Facilities

Page 2

3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Investigates accidents and unusual occurrences; determines cause; develops and implements resolutions or corrective actions
5. 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
6. Plans, directs, reviews and evaluates the inspection, testing, maintenance and repair of subways, tunnels, bridges, embankments, wayside and related fire protection equipment; buildings and facilities repair; painting and plumbing; and files related documentation.
7. Directs and participates in the analyses of highly complex and technical way and facilities maintenance problems; develops and implements effective and efficient solutions; prepares and submits related reports.
8. Participates in the monitoring of safety and technical training programs for assigned District staff; ensures that all training is effective and accurate.
9. Participates the management of assigned maintenance and supply contract services; ensures that contractors fulfill contractual obligations.
10. Participates in technical upgrades and developments related to track and structures maintenance; advises Superintendent of Way and Facilities Maintenance as appropriate.
11. Monitors developments and legislation related to assigned area of responsibility; evaluates impact upon district operations; recommends and implements equipment, practice and procedural improvements.
12. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
13. 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.
14. Serves as the liaison for the Way and Facilities Maintenance Division with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.

15. Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
16. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to track and structures maintenance programs, policies and procedures as appropriate.
17. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of way and facilities repair and maintenance.
18. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive way and facilities maintenance program for a rail transit system for a large metropolitan area.

Principles and practices of inspecting, testing, maintaining and repairing trackway, tunnels, subways, bridges, embankments and related structures; buildings and facilities repair; painting and plumbing.

Methods, techniques, materials and equipment used in way and facilities inspection, repair and maintenance.

Principles and practices of industrial safety, contract administration, project scheduling, construction, construction management, program development and administration, budget preparation and administration.

Track occupancy protection and operating principles.

Technology and equipment related to way and facilities maintenance.

Principles of supervision, training and performance evaluation.

Office procedures, methods, and equipment including computers.

Microsoft Office software applications.

Related Federal, State and local laws, codes and regulations.

Skill in:

Overseeing and participating in the management of a comprehensive way and facilities maintenance program; buildings and facilities repair; painting and plumbing.

Selecting, supervising, training and evaluating staff.

Participating in the development and administration of division goals, objectives and procedures.

Preparing and administering large program 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.

Directing and participating in the inspecting, testing, maintaining and repairing of trackway, tunnels, subways, bridges, embankments and related structures.

Reading and interpreting technical manuals, diagrams, drawings and blueprints.

Assistant Superintendent, Way and Facilities

Page 4

Developing and implementing safety training programs.
Analyzing structures maintenance and inspection problems.
Interpreting contracts and ensuring that contractors fulfill obligations.
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.
Using computer spread sheet, database, word processing and presentation software.

MINIMUM QUALIFICATIONS**Education:**

A Bachelor's degree in engineering, business administration or a closely related field from an accredited college or university.

Experience:

Five (5) years of (full-time equivalent) verifiable experience in the inspection, maintenance and/or repair of structures, which must have included at least two (2) years of administrative and supervisory experience.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.
Must possess sufficient mobility to perform field inspections and investigations.
Must be available for on-call responsibility 24 hours, 7 day per week for way and facility related problems.

Substitution:

Additional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

WORKING CONDITIONS**Environmental Conditions:**

Office environment; exposure to computer screens; field environment; construction site environment; exposure to heat, cold, moving vehicle, electrical energy and inclement weather conditions.

Physical Conditions:

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

EEOC Code: 01**Safety Sensitive Designation: No**