



CHIEF MAINTENANCE AND ENGINEERING OFFICER

FC: EF050
PB: 13
FLSA: Exempt

PC: 970
BU: 95 (NR)
Created: April 1994
Revised: June 30, 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

Plans, directs, manages and oversees the activities and operations of the Maintenance and Engineering Department projects and programs; coordinates assigned activities with other departments and outside agencies; provides highly complex administrative support to the Assistant General Manager, Operations; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class is responsible for directing a broad variety of maintenance and engineering activities through subordinate group and division managers. Maintenance responsibilities include all District infrastructure including facilities, track and structures, automatic fare collection, non-revenue vehicles, power and mechanical equipment, and system maintenance relating to train control. Engineering activities include research and development, architectural and engineering design, whether by in-house or contract staff, in the areas of electronics, communications, train control, computer systems, civil, structural, mechanical or electrical engineering, plus contract construction and other major engineering projects. The incumbent is accountable for accomplishing departmental goals and objectives and for furthering District goals and objectives within general policy guidelines. This class is distinguished from the Assistant General Manager, Operations in that the latter has overall responsibility for all District operations functions, including engineering and maintenance.

The Chief Maintenance and Engineering Officer classification is an executive management-level position and, as such, the incumbent serves at the pleasure of the General Manager.

REPORTS TO

This position reports to the Assistant General Manager, Operations.

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

1. Assumes full management responsibility for all departmental maintenance and engineering services and activities including research and development, architectural and engineering, track and structures, non-revenue vehicles, power and mechanical and system maintenance, design and construction projects and programs; recommends and administers policies and procedures.

Chief Engineer

Page 2

2. Manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
3. Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Develops, plans, directs and coordinates, through subordinate level staff and division managers, the Engineering and Maintenance Department's work plan, goals, objectives, policies and procedures.
5. Provides administrative direction to a multi-disciplined maintenance and engineering organization involved in the maintenance, development and structures, the design, modification and construction of facilities, and the acquisition and modification of equipment.
6. Assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
7. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
8. Plans, organizes, assigns, administers, directs, reviews, and evaluates departmental programs and activities related to the improvement of rapid transit facilities and equipment.
9. Provides administrative direction in the development of the District's capitol renovation programs, monitors progress; sets priorities, implements changes.
10. Monitors developments and legislation related to assigned areas of responsibility; evaluates impact upon District operations; recommends and implements policy and procedural improvements.
11. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
12. Oversees and participates in the development and administration of the departmental budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
13. Explains, justifies and defends department programs, policies and activities; negotiates and resolves sensitive and controversial issues.
14. Represents the Engineering and Maintenance Department to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.

Chief Engineer

Page 3

15. Provides staff assistance to the Assistant General Manager, Operations; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
16. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of relevant engineering disciplines and maintenance planning.
17. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

Operations of a comprehensive multi-disciplined maintenance and engineering program.
Principles and practices of civil, electrical, and mechanical engineering.
Principles and practices in architectural design.
Principles and practices of policy development and administration.
Principles and practices of construction contract administration.
Principles and practices of budget preparation and administration.
Principles of supervision, training and performance evaluation.
Principles and practices of transit system maintenance.
Principles of project scheduling and management.
Principles and practices of submitting engineering plans and drawings for approval
Principles of preventive maintenance planning.
Principles relating to safety of fleet and maintenance activities.
Current office procedures, methods, and equipment including computers.
Related Federal, State and local laws, codes and regulations.

Skill in:

Managing a comprehensive multi-disciplined engineering and maintenance program.
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.
Delegating authority and responsibility.
Selecting, supervising, training and evaluating staff.
Researching, analyzing and evaluating new service delivery methods and techniques.
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.

MINIMUM QUALIFICATIONS

Education:

Chief Engineer

Page 4

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

Experience:

Six (6) years of (full-time equivalent) verifiable professional experience in management and administration of a major professional engineering and maintenance program.

License or Certificate:

Registration as a Professional Engineer is desirable.

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.

WORKING CONDITIONS**Environmental Conditions:**

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

EEOC Code: 01

Safety Sensitive Designation: Yes