



DMU ROLLING STOCK FOREWORKER

JC: 000320

PG: 827

FLSA: Non-Exempt

BU: 06 (SEIU)

Created: October 2020

*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 general supervision, plans, directs, and reviews the work of a shift of Composite Vehicle Maintainers, Diesel Multiple Unit (DMU) and shop utility personnel engaged in the preventive maintenance, repair, cleaning, and modification of DMU rail revenue vehicles; provides for the instruction of staff in work and safety procedures and Department and District Policy; evaluates the performance of subordinate employees and administers corrective action as detailed in the Collective Bargaining Agreement (CBA); assumes responsibility for vehicle performance reliability; performs related duties as assigned.

CLASS CHARACTERISTICS

This classification assigns and directs the work of a shift of composite vehicle maintainers and cleaning employees. Work assignments to be completed are provided by a full supervisory classification. Under general supervision, the incumbent is responsible for ensuring that the work is scheduled and completed during the shift. The incumbent is responsible for the reliability of repair action completed on assigned shift; coordination of logistical support, including parts and documentation of the performance of subordinate employees, including corrective action as detailed in the CBA. The incumbent is also responsible for identifying training needs, and knowledge deficiencies and coordinating appropriate training for assigned employees. This classification is distinguished from the Assistant Superintendent of Rolling Stock Maintenance in that the latter supervises the operations and activities of the District's Rolling Stock and Shops Department, including the maintenance, repair, modification and cleaning of DMU revenue vehicles.

REPORTS TO

Rolling Stock and Shops Superintendent and/or designee

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

1. Plans daily, weekly and long-term work schedules in accordance with established maintenance schedules and Department Priorities and Policies.

2. Assigns work to individuals and ensures that work is done to accepted standards and within established time frames; approves leave requests and adjusts schedules to ensure adequate coverage; reviews performance of all assigned employees and completes probationary and annual evaluations.
3. Assesses and adjusts priorities to ensure that the maximum number reliable of DMU rail revenue vehicles are available for service and that fleet reliability goals are achieved.
4. Assists/instructs employees in troubleshooting and completing complex repairs and maintenance.
5. Assesses scope of unscheduled repairs, including physical evaluation of vehicles as necessary and assigns work, directs the maintenance and safety inspection of vehicles before they are returned to service; maintains shifts reliability and productivity.
6. Performs data input into the District's maintenance tracking program.
7. Directs DMU rail revenue vehicle maintenance activities and shop cleaning activities on an assigned shift.
8. Reviews performance of subordinate employees, identifies knowledge deficiencies and training needs, coordinates appropriate training, administers discipline per the Collective Bargaining Agreement (CBA), and notifies shop management of all concerns related to any individual employee.
9. Determines and coordinates parts, tools, equipment, and supplies necessary for completion of maintenance activities; coordinates with the shop scheduler; shop storekeeper, Hayward stores, shop management, shop engineering, Vehicle Systems engineering, and vendors as appropriate.
10. Holds and documents weekly safety meetings; monitors for adherence with all safety procedures, policies and practices.
11. Be responsible for first response to emergency situations in the shop and yard; coordinates initial emergency response to incidents; and assists management as necessary.
12. Maintains logs and records and prepares a variety of periodic and special reports of work performed, labor hours, and materials used.

QUALIFICATIONS

Knowledge of:

- District Safety Rules, Standard Plans, Specifications, Rules, regulations and Operations Procedures
- Methods, materials, tools, and equipment used in the preventive maintenance, primary repair, and inspection of fixed rail transit revenue vehicles

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- Basic supervisory principles, including work assignment, instruction and review
- Principles and practices of safety in transit vehicle maintenance and repair activities
- Procedures for ordering and requisitioning parts, tools, and supplies
- Procedures and requirements for record keeping and reporting of labor hours, materials and parts used, inventory and related

Skill/Ability in:

- Planning, assigning, directing, and reviewing the work of DMU, Composite Vehicle Maintainers and shop utility personnel
- Instructing staff on work and safety procedures
- Analyzing transit vehicle repair and maintenance problems, establishing the scope of work required, and recommending approach to the work
- Preparing, maintaining and reviewing transit vehicle maintenance schedules, documents, records and reports
- Preparing and maintaining accurate records, logs and reports regarding work performed, materials and labor required and parts/equipment serial number tracking
- Reading and interpreting diagrams and schematics
- Exercising sound independent judgment within established guidelines
- Leadership and organizational ability
- Operating the District's radio and telephone communication systems in compliance with District Rules, Regulations and Procedures
- Establishing and maintaining effective working relationships with those contracted in the course of the work

MINIMUM QUALIFICATIONS

Education:

Possession of a high school diploma, GED, or recognized equivalent.

Experience:

Three (3) years of (full-time equivalent) verifiable journey level experience in the preventive maintenance, troubleshooting, repair, and modification of DMU rail vehicles, which must have included at last six (6) months in a supervisory or lead capacity, or must have completed a supervisory course at an accredited institution or its equivalent.

Other Requirements:

- Must possess a valid California driver's license and have a satisfactory driving record
- Must be willing to work shifts and be subject to overtime
- Must have sufficient physical mobility to inspect vehicles in the shop
- Must be able to wear respiratory protective equipment during the performance of assigned duties in accordance with the District Respirator Program
- Must be able to understand, read, write and communicate in English

WORKING CONDITIONS

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Environmental Conditions:

Shop environment; exposure to heat, cold, moving vehicles, electrical energy and inclement weather; office environment.

Physical Conditions:

May require walking, standing, or sitting for prolonged periods of time.

BART EEO-1 Job Group: 2500 – Foreworkers/Others

Census Code: 7000 – First Line Supervisor of Mechanical/Installers

Safety Sensitive Designation: Yes