



## DEPARTMENT MANAGER, RAIL VEHICLES CAPITAL PROGRAM

**JC:** EF111  
**PB:** 12  
**FLSA:** Exempt

**PC:** 960  
**BU:** 95  
May 2002

*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 Rail Vehicles Department within Transit System Development including the procurement of new revenue vehicles and the rehabilitation of existing vehicles; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the Executive Manager, Transit System Development, and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This class assumes full management responsibility for the activities and operations of the Rail Vehicles Department including procurement of new vehicles and rehabilitation of existing vehicles. Plans, directs and coordinates the Rail Vehicle Department's work plan and manages the development and implementation of departmental goals and objectives. This class is distinguished from the Executive Manager, Transit System Development in that the latter manages and oversees all activities and operations of the office of Transit System Development.

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

1. Assumes full management responsibility for all departmental services and activities including the procurement of new revenue vehicles and the rehabilitation of existing vehicles; recommends and administers policies and procedures.
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. Plans, directs and coordinates, through subordinate level staff, the Rail Vehicle Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
5. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.

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6. Directs the procurement of contracts for new revenue vehicles; oversees vehicle design and specification development; directs preparation of requests for proposals; reviews proposals and recommends contract awards; monitors and administers contracts; ensures compliance with contractual obligations.
7. Directs the coordination and control of the District's administrative, financial and technical affairs relating to revenue vehicle rehabilitation.
8. Oversees all aspects of vehicle program including design, production, inspection and acceptance of all prototype vehicles.
9. Establishes standards and criteria for work quality, standards and methods for testing and accepting rail vehicles.
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. Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
12. Explains, justifies and defends departmental programs, policies and activities; negotiates and resolves sensitive and controversial issues.
13. Represents the Rail Vehicles Department to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
14. Provides staff assistance to the Executive Manager, Transit System Development; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
15. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of transit vehicle rehabilitation and procurement.
16. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operations, activities and services of a comprehensive transit vehicle procurement and rehabilitation Program
- Principles and practices of rail vehicle design engineering
- Principles and practices of policy development and administration
- Methods and techniques of transit vehicle procurement
- Principles and practices of contract negotiation 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/ Ability in:**

- Managing a comprehensive transit vehicle procurement and rehabilitation 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
- Planning, organizing, directing and coordinating the work of lower level staff
- Delegating authority and responsibility
- Selecting, supervising, training and evaluating staff
- Researching, analyzing and evaluating new service delivery methods and techniques
- Directing the procurement and contract administration for new revenue vehicles
- Overseeing the preparation of engineering specifications and details for the production of new Vehicles
- Administering various contracts and ensuring compliance with established criteria
- 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:**

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

**Experience:**

Six (6) years of (full-time equivalent) verifiable professional experience in the development of transit system revenue vehicles which must have included at least three (3) years of management and administrative responsibility.

**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; 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 for prolonged periods of time.

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**BART EEO-1 Job Group:** 0500 - Executives/Managers  
**Census Code:** 0300 - Architectural & Eng. Managers  
**Safety Sensitive:** N