



DIVISION MANAGER, MAINTENANCE SUPPORT

JC: MF410
PB: 10
FLSA: Exempt

PC: 940
BU: 95
April 2000

*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 of staff performing maintenance support work for the District; manages the installation, maintenance, repair and modification of maintenance support systems and equipment; coordinates assigned activities with other divisions, departments and outside agencies; provides highly responsible and complex administrative support to the Chief Engineer; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class is responsible for managing maintenance support work, systems, and equipment. The position reports directly to the Chief Engineer.

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

1. Assumes management responsibility for the installation, maintenance, repair, and modification of maintenance support equipment and systems; assumes overall management responsibility for comprehensive maintenance associated with specialized work, activities, design and analysis within the Maintenance Support Division including that of: Central Power and Way Control operations and functions; operations and maintenance resources scheduling; contract supervision for maintenance contracts including scheduling, inspection, adherence to specifications, and verifying and monitoring resources; maintenance and repair of District automotive equipment and fleet cars; maintenance and repair of light-, medium- and heavy-duty maintenance equipment and high-rail and track-driven vehicles; MARIS reporting (District's Maintenance and Reliability Information System) applied to Department's tracking of status and maintenance activity on station, wayside and infrastructure equipment.
2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates and reviews the work plan for maintenance and repair staff; assigns

work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.

5. Develops, implements and evaluates preventive maintenance, inspection, repair, installation and modification programs; adjusts as required.
6. Oversees and 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.
7. Oversees and participates in the development and administration of an electronic payroll system for the Department.
8. Serves as the liaison for the Maintenance Support Division with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
9. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
10. Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
11. Provides responsible staff assistance to the Chief Engineer.
12. Conducts a variety of maintenance studies, investigations and operational studies; recommends modifications to complex maintenance problems, programs, policies and procedures.
13. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering and maintenance support and equipment.
14. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of comprehensive maintenance, installation and repair Programs
- Principles and practices of preventive maintenance and repair for station, wayside and infrastructure equipment
- Principles and practices of project scheduling and management
- Principles and practices of program development and administration
- Principles and practices of budget preparation and administration
- Principles of supervision, training and performance evaluation
- Office procedures, methods, and equipment including computers
- Related Federal, State and local laws, codes and regulations

Skill in:

- Overseeing and directing the management of comprehensive maintenance, installation and repair programs
- Selecting, supervising, training and evaluating staff
- Participating in the development and administration of division goals, objectives and procedures
- Preparing and administering large program budgets and contracts
- 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
- 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

MINIMUM QUALIFICATIONS

Education:

A Bachelors degree in business administration, management or a related field from an accredited college or university.

Experience:

Six (6) years of (full-time equivalent) verifiable professional experience in maintenance support programs for station, wayside and/or infrastructure systems and equipment. At least four years must have included supervisory or administrative experience.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

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; electrical energy. Exposure to computer screens, noise, dust, grease, smoke, fumes, gases, heat, cold; work or inspect in confined spaces.

Physical Conditions:

Will require maintaining physical condition necessary for walking on uneven surfaces, standing or sitting for prolonged periods of time; light lifting, bending, stooping, kneeling.

BART EEO-1 Job Group: 0500 - Executives/Managers
Census Code: 0430 - Miscellaneous Managers
Safety Sensitive: N