



## DOCUMENT CONTROL SPECIALIST, eBART

JC: 000161  
PG: SEIU-09  
FLSA: Non-Exempt

BU: 04 (SEIU)  
Created: February 2017

*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 maintains, controls, archives, and distributes all eBART Operations and Maintenance (O&M) records, documentation in centralized eBART document control system. Follows District record retention policy as well as federal, state regulatory record keeping requirements and policies.

### **CLASS CHARACTERISTICS**

This class is responsible for the production, control and maintenance of documentation, records related to all eBART Operations and Maintenance. This is a non-supervisory class but has authority to control and correct work performance to ensure compliance with eBART standards and codes.

### **REPORTS TO**

This classification reports to eBART Program Manager and/or his/her designee.

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

1. Follows eBART document control procedure, creates and maintains document index for eBART document control system.
2. Files and distributes all eBART O&M documentation and records (ie., as-built, operations and maintenance rules and procedures, maintenance manuals, warrants and bulletins, inspection reports, daily maintenance log, all correspondences, meeting minutes, purchase orders, requisitions, etc.) to support eBART daily operations and maintenance needs.
3. Provides administrative support to receiving and logging goods and material, spare parts and small tools.
4. Provides administrative support to Operations and Maintenance training provided to the eBART O&M group.

5. Coordinates and participates in the conversion of all computerized files to new computer applications if required.
6. Provides general office administrative support to staff.
7. Maintains official records, including regulatory, attendance, etc. for eBART O&M group.
8. Performs data entry into Maximo procurement system for work orders, asset tracking and assists eBART contract administrator for all purchase orders related to eBART Maintenance facility needs.
9. Provides administrative support on material and equipment inventory tracking and monitoring.
10. Ensures all O&M records are followed District and regulatory records retention policies.
11. Performs other duties as assigned.

*This classification will be engaged in original and other deputies as assigned, without regard to the limitations of job descriptions, in order to maximize the efficient delivery of eBART services.*

## **QUALIFICATIONS**

### **Knowledge of:**

Basic knowledge of document archiving, distribution, retention.

Basic methods and techniques of document controls.

Basic skills of office administration.

Principles and procedures of record keeping.

Principles of basic report preparation.

Familiar with Microsoft office suites application including SharePoint.

### **Skill in:**

Prepare clear and concise reports.

Maintain accurate documentations and records.

Operate office equipment including computers and supporting word processing and spreadsheet applications.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with all eBART personnel and staff

Work independently in the absence of supervision.

### **Other Requirements:**

Must possess a valid California driver's license.

Must be willing to work off-hour shifts, holidays and weekends beyond your regular scheduled hours.

**MINIMUM QUALIFICATIONS**

**Education:**

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

**Experience:**

Five (5) years of (full-time equivalent) document controls experience.

**Substitution:**

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

**WORKING CONDITIONS**

**Environmental Conditions:**

Operations and maintenance environment; will work at the eBART maintenance facility.

**Physical Conditions:**

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

**BART EEO-1 Code:** 3500 – Professionals

**Safety Sensitive:** No