



GROUP MANAGER, REVENUE VEHICLES

FC: MF807
PB: 12

PC: 960
BU: 95
July 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 District's Revenue Vehicle group including maintenance of revenue vehicles; develops new projects scope, contracts, budgets, schedules, scheduled maintenance, unscheduled maintenance, modifications, cleaning, delay management; oversees and manages outside consultant contract projects; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the Chief Mechanical Officer; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position manages all activities and operations of the Revenue Vehicle Group, whether in-house or contract staff. The incumbent is accountable for accomplishing departmental goals and objectives and for furthering District goals and objectives within general policy guidelines. This position is distinguished from the Chief Mechanical Officer in that the latter has overall responsibility for all District rolling stock maintenance functions.

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

1. Assumes full management responsibility for all assigned Revenue Vehicle Divisions including the development of new project scopes, contracts, budgets and schedules, recommends and administers policies and procedures.
2. Manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned division.
3. Develops program standards for project finance, administration and new project development.

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4. Develops and administers project schedules, contracts, and work plans; develops work directives for professional consultant contracts; monitors and tracks contracts to ensure compliance with District policies, procedures, rules and regulations.
5. 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.
6. Plans, directs and coordinates, through subordinate level staff, the Rolling Stock and Shop Group'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.
7. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
8. Oversees the administration of Vehicle Reliability projects and major contract design and development projects; oversees and directs the work of consultant and contracted staff.
9. Monitors developments and legislation related to assigned areas of responsibility; evaluates impact upon District operations; recommends and implements policy and procedural improvements.
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. Represents the Rolling Stock and Shops Group to representatives of manufacturers, vendors, governmental agencies and professional and business organizations; coordinates assigned activities with those of other departments and outside agencies and organizations.
12. Provides responsible staff assistance to the Chief Mechanical Officer; participates on various District management committees; prepares and presents staff reports and other necessary correspondence.
13. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of systems development and engineering communications and electronics.
14. Represents the Rolling Stock and Shop Group to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive revenue vehicle maintenance program.

Principles, practices, methods, materials, tools and equipment used in the preventive maintenance of fixed rail transit vehicles.

Principles and practices of transit vehicle maintenance program development and administration.

Principles and practices of project and contract management.

Principles and practices of policy development and administration.

Principles of supervision, training and performance evaluation.

Related Federal, State and local laws, codes and regulations.

Skill in:

Managing a comprehensive revenue vehicle maintenance program.

Developing and administering goals, objectives and procedures.

Analyzing and assessing policies and operational needs and making appropriate adjustments.

Planning, organizing, directing and coordinating the work of lower level staff.

Delegating authority and responsibility.

Selecting, supervising, training and evaluating staff.

Preparing clear and concise reports.

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 business administration, engineering or a closely related field from an accredited college or university.

Experience:

Six (6) years of (full-time equivalent) verifiable experience in preventive maintenance, inspection, and repair of fixed rail transit vehicles which must have included at least three (3) years of management and administrative responsibility.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record. The incumbent will have 24 hours, 7 day per week on-call responsibility for revenue vehicle and shop problems.

Substitution:

Additional 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; exposure to computer screens; field environment; construction site environment; exposure to heat, cold, moving vehicles, electrical energy and inclement weather.

Physical Conditions:

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

EEOC Code: 01

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