



GROUP MANAGER, VEHICLE MAINTENANCE ENGINEERING

FC: EF075
PB: 12

PC: 960
BU: 95
January 2003

*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 all revenue vehicle activities and programs of the Vehicle Maintenance Engineering Group, which includes Vehicle Maintenance, Quality Assurance, Vehicle Performance, Project Management, and Maintenance Planning within the Rolling Stock and Shops Department; coordinates assigned activities with other departments and outside agencies; provides expert professional assistance to District management staff; provides highly responsible and complex administrative support to the Chief Mechanical Officer, and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class manages, through subordinate division managers, all activities throughout the District related to vehicle maintenance engineering, whether by in-house or contract staff, in the areas of mechanical or electrical engineering, plus other major vehicle engineering projects. The incumbent is accountable for accomplishing departmental goals and objectives and for furthering District goals and objectives within general policy guidelines. This class 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 vehicle maintenance engineering programs and activities within the Rolling Stock and Shops Department; recommends and administers policies and procedures.
2. Manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned Division.
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 work plan for vehicle maintenance engineering staff; 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.
6. Directs the conduct of analytical studies pertinent to revenue vehicle maintenance engineering such as traction power, train control, communication and vehicle related auxiliary systems; reviews reports of findings, alternatives and recommendations.
7. Monitors developments and legislation related to engineering matters; evaluates their impact on District operations.
8. Recommends and implements equipment, policy and procedural improvements.
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. Oversees and participates in the development and administration of the departmental budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
11. Explains, justifies and defends departmental programs, policies and activities; negotiates and resolves sensitive and controversial issues.
12. Represents the Vehicle Maintenance Engineering Group to representatives of governmental agencies and professional and business organizations; coordinates assigned activities with those of other departments and outside agencies and organizations.
13. Provides staff assistance to the Chief Mechanical Officer; participates on various District management committees; prepares and presents staff reports and other necessary correspondence.
14. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering.

QUALIFICATIONS

Knowledge of:

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

Principles and practices of vehicle engineering in the relevant engineering disciplines.

Principles and practices of engineering and project management.

Principles and practices of program development 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 in:

Managing a comprehensive vehicle maintenance engineering program.
Developing and implementing complex design and equipment acquisition schedules.
Applying engineering principles and practices in a comprehensive maintenance engineering program.
Developing and administering departmental goals, objectives and procedures.
Analyzing and assessing policies and operational needs and making appropriate solutions.
Planning, organizing, directing and coordinating the work of lower level staff.
Delegating authority and responsibility.
Selecting, supervising, training and evaluating staff.
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 an engineering discipline or a closely related field from an accredited college or university.

Experience:

Five (5) years of (full-time equivalent) verifiable professional engineering management experience over major professional engineering functions or projects which must have included at least three (3) years of management and administrative responsibility.

License or Certificate:

Possession of registration as a professional engineer in the State of California preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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