



MANAGER OF MAINTENANCE ADMINISTRATION

JC: MF405
PB: 8
FLSA: Exempt

BU: 95 (NR)
Created: October 2007
Revised: June 2019

*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 direction, manages and oversees the planning, scheduling, reporting, testing, and analysis of maintenance activities for the District; serves as a liaison between departments and executive offices in managing resources and programs, reviews and evaluates complex programs; performs related duties as required.

CLASS CHARACTERISTICS

This is the full-scope managerial level classification that directs, through subordinate professionals, complex and professional administrative duties in support of management initiatives. This classification is distinguished from the Manager of Track Maintenance Planning and Scheduling in the latter is responsible for managing the more complex work of multiple programs.

REPORTS TO:

Manager of Track Maintenance Planning and Scheduling or designee.

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

1. Manages and oversees the review, approval and publishing of the weekly Track Allocation for all requests to access the District Operating System to perform work.
2. Establishes and maintains a long-term Track Allocation process to ensure upcoming projects are coordinated.
3. Ensures all Preventative Maintenance (PM) procedures are updated in Maximo and that PM Work Orders are automatically generated for the maintenance groups to be able to organize, track, and document their work in the field.
4. Provides professional and complex administrative support to assigned Executive or Departmental management staff; develops, plans, organizes, directs and administers, reviews and evaluates complex programs and activities within area of assignment.
5. Acts as liaison to departments helping to implement planning for purchases of ongoing needs.

6. Ensures compliance with Federal Transit Administration regulations and requirements. Vendor support and correction.
7. Makes recommendations for action and assists in the development and implementation of policies, procedures, goals and objectives.
8. Conducts a variety of organizational, operational and analytical studies and investigations. Recommends modifications to existing programs, policies and procedures as appropriate, and preps a variety of formal reports.
9. Monitors the efficiency and effectiveness of service delivery methods and procedures according to department policy.
10. Participates in the development and administration of an assigned budget. Forecasts funds, monitors and approves expenditures needed for staffing, equipment, materials and supplies.
11. Directs, coordinates and reviews the development and implementation of contracts, administration of management procedures and internal control mechanisms to ensure the cost effective and efficient use of staff to accomplish goals and objectives.
12. Directs and ensures timely response to legislative, media and community requests. Develop and implement legislative changes to existing State statutory regulations.
13. Plans, prepares and coordinates the preparation of reports including recommendations to the Board of Directors, committees and other management staff.
14. Oversees labor issues and grievances; may prepare and handle grievance hearings and related matters; may direct negotiations with the Union on labor issues; may search for agreement and settlement on contractual disputes and complaints.
15. Composes and compiles correspondence, reports and documents. Reviews finished materials for completeness, accuracy and compliance with District policies and procedures may oversee the maintenance of accurate records and files.

QUALIFICATIONS

Knowledge of:

- Computerized Maintenance Management System (CMMS)
- Operations, services, and activities of comprehensive maintenance, installation, and repair programs including routine and critical maintenance activities in rail transit
- Buyer to vendor relationships
- Methods and techniques of research and analysis
- Principles and practices of project coordination and management
- Methods and techniques of policy analysis and development
- Principles of strategic planning
- Managing change processes
- Principles of business letter writing and report preparation
- Principles and procedures of filing and record keeping

- Principles of budget preparation and control
- Principles and practices of business math, accounting and budgeting
- Related Federal, State and local codes, laws and regulations

Skill/Ability in:

- Developing, implementing, interpreting and applying department policies, procedures, goals and objectives
- Exercising sound independent judgment within general policy guidelines
- As assigned, leading, organizing, and reviewing the work of staff
- Independently preparing correspondence and memoranda
- Planning, organizing and administering special projects and programs
- Researching, analyzing, compiling and summarizing a variety of materials
- Preparing and administering department budgets
- Responding to requests and inquiries from the general public
- Understanding the organization and function of a public agency
- Interpreting and explaining District policies and procedures
- Analyzing problems, identifying alternative solutions and making recommendations
- Purchasing and managing vendor contracts
- Problem solving and negotiation
- Working with inventory management
- Establishing and maintaining effective working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in Business Administration, Engineering or a closely related field from an accredited college or university.

Experience:

Five (5) years of (full-time) verifiable professional maintenance support or transit operations or related experience which must include two (2) years of supervisory experience.

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.

Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

BART EEO-1 Job Group: 1500 – Supervisors/Other
Census Code: 0430 – Miscellaneous Managers
Safety Sensitive: No