



MECHANICAL OFFICER, CAPITOL CORRIDOR

FC: KF100
PB: 10

PC: 940
BU: 95
Revised: July 29, 2004

*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

Directs, manages, supervises and coordinates vehicle maintenance and repair contract administration services and activities for the Capitol Corridor passenger rail service; coordinates assigned activities with other divisions, departments and outside agencies; and provides complex administrative support to the Managing Director, Capitol Corridor; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class directs and manages the vehicle maintenance and repair contract administration of revenue rail cars and locomotives with the Capitol Corridor inter-city passenger rail services. This class is distinguished from the Managing Director, Capitol Corridor in that the latter has overall responsibility for management and oversight of all activities and operations of the Capitol Corridor program.

REPORTS TO

This position reports to the Managing Director, Capitol Corridor.

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

1. Assumes management responsibility for assigned vehicle maintenance and repair contract administration services and activities of the Capitol Corridor inter-city passenger rail service in conformance with regulations of the Federal Railroad Administration (FRA).
2. Manages and participates in the development of programs and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.

Mechanical Officer, Capitol Corridor

Page 2

3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate maintenance procedures and staffing levels to achieve them.
4. Plans, directs, coordinates and reviews the work plan of contracted services; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with contractor to identify and resolve problems.
5. Reviews and evaluates the plans, schedules and procedures for maintenance activities of equipment, structures and facilities of the Capitol Corridor passenger rail service jurisdiction; answers related questions from the contract maintainer, Caltrans, District staff and outside agencies.
6. Administers, reviews and evaluates the activities of contracted maintenance providers; ensures contractual compliance; contacts appropriate District staff and/or contractor representatives as needed.
7. Represents the Capitol Corridor Joint Powers Board in meetings with representatives of railroad vehicle manufacturers, vendors, governmental agencies and professional and business organizations.
8. 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.
9. Serves as the liaison for the railroad vehicle maintenance and repair contract administration division with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
10. Oversees and manages all division railroad vehicle maintenance staff.
11. Provides responsible staff assistance to the Managing Director, Capitol Corridor.
12. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to assigned programs, policies and procedures as appropriate.
13. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of public transportation, railroad vehicle maintenance and railroad vehicle repair.
14. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a railroad vehicle maintenance and repair contract administration program under Federal Railroad Administration (FRA) regulations.
Principles and practices of planning and scheduling maintenance procedures for equipment, structures and facilities of a passenger rail service.
Principles and practices of contractual compliance and administration.
Principles and practices of the Federal Railroad Administration.
Tools, equipment and machinery used in passenger rail service.
Principles and practices of program development and administration.
Principles and practices of budget preparation and administration.
Principles of supervision and training evaluation.
Related Federal, State and local laws, codes and regulations.

Skill in:

Overseeing and participating in the management of a comprehensive vehicle maintenance and repair contract administration program for a passenger rail system.
Overseeing, directing, training and coordinating the work of lower level staff.
Participating in the development and administration of division goals, objectives and procedures.
Preparing and administering large program budgets.
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.
Planning and scheduling maintenance procedures for equipment, structures and facilities of a passenger rail service.
Overseeing and monitoring the work of outside contractors.
Ensuring that all repairs are performed properly, safely and according to contract standards, Federal Railroad Administration (FRA) regulations and state policy and all applicable laws, guidelines and regulations.
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 Bachelor's degree in business administration, engineering, public administration or a closely related field from an accredited college or university.

Experience:

Five (5) years of (full-time equivalent) verifiable public or private rail vehicle maintenance experience, which must have included at least two (2) years of administrative and supervisory experience.

Other Requirements:

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

Must travel to remote maintenance/layover locations.

Substitution:

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

WORKING CONDITIONS

Environmental Conditions:

Office environment; field environment; exposure to heat, cold, moving vehicle, electrical energy and inclement weather conditions.

Physical Conditions:

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

EEOC Code: 01