



## MANAGER OF MAINTENANCE ENGINEERING

FC: TF241  
PB: 10

PC: 940  
BU: 95

Revised: October 17, 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**

Directs, manages, supervises and coordinates District engineering projects related to the maintenance, modification, and improvement of wayside systems, equipment and facilities; coordinates assigned activities with other divisions, departments and outside agencies; provides highly responsible and complex administrative support to the Group Manager, Engineering; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This single position class manages, through subordinate supervisors, maintenance engineering activities for a variety of systems and equipment throughout the District, such as automatic fare collection and cash handling, communications, electrical, electronic and mechanical equipment and systems, and train controls. In addition, the class directs activities throughout the District relating to safety and security upgrades, emergency repairs, and facilities remodeling and rehabilitation.

### **REPORTS TO**

The manager of Maintenance Engineering manages and supervises the work of Engineers through Principal Engineers. The position reports to the Group Manager, Engineering in the Design Engineering and Construction Division of the Department of Maintenance & Engineering.

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

1. Assumes management responsibility for assigned services and activities of the Wayside Engineering Division for engineering projects related to the maintenance, modification, and improvement of wayside systems, equipment and facilities, including equipment upgrades, emergency repairs, safety and security upgrades, and system-wide facilities remodeling and rehabilitation.

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2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for the Wayside Engineering Division programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates and reviews the work plan for wayside maintenance engineering activities and staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
5. Manages all maintenance-related projects for all wayside facilities and equipment; prepares, administers and monitors engineering consultant contracts; organizes, revises and manages a variety of programs including the Quality Assurance Program, Preventative Maintenance Program, and Asbestos Containing Materials Management Programs.
6. Directs the preparation of and approves final plans, specifications, cost estimates, requests for proposals and bid documents; conducts or directs analytical studies.
7. Directs, supervises and controls updates of electro-mechanical equipment and materials specifications to improve reliability.
8. Designs and implements quality assurance audits and field inspections; develops schedules, ensures that preventive maintenance programs are implemented; takes action on areas of non-compliance.
9. Monitors developments and legislation related to assigned area of responsibility; evaluates impact upon district operations; recommends and implements equipment, practice 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. 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.
12. Serves as the liaison for the Maintenance Engineering Division with other divisions, departments and outside agencies; provides technical assistance to

the Legal Department and serves as an expert witness; negotiates and resolves sensitive and controversial issues.

13. Serves as staff on a variety of boards, commissions and committees; prepares and presents periodic and special reports regarding division activities to management staff or other departments and other necessary correspondence.
14. Participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
15. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of maintenance engineering.
16. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

## **QUALIFICATIONS**

### **Knowledge of:**

Operations, services and activities of a comprehensive wayside maintenance Engineering program.

Principles and practices of mechanical, electrical, civil and structural engineering as related to wayside maintenance engineering.

Principles and practices of maintenance engineering program development and administration.

Principles and practices of project scheduling and management.

Construction materials, methods, and costs related to engineering design, construction, and maintenance.

Principles and practices of engineering and maintenance project administration.

Contract negotiation and administration.

Principles and practices of quality control and quality assurance.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Current office procedures, methods, and equipment including computers.

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

### **Skill in:**

Overseeing and participating in the management of a comprehensive maintenance engineering program.

Overseeing, directing and coordinating the work of lower level staff.

Selecting, supervising, training and evaluating staff.

Overseeing preventive maintenance quality assurance and quality control programs.

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Applying engineering principles and practices in a comprehensive maintenance engineering program.

Participating in the development and administration of division goals, objectives and procedures.

Preparing and administering large program budgets and contracts.

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.

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 mechanical engineering or a closely related field from an accredited college or university.

#### **Experience:**

Five (5) years of (full-time equivalent) professional engineering 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 possess physical capability to work in confined spaces.

#### **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; exposure to computer screens; field environment; construction site environment; exposure to noise, dust, grease, smoke, fumes, gases, heat, cold, and inclement weather conditions.

#### **Physical Conditions:**

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

**EEOC Code: 01**

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