



MANAGER OF TRANSIT VEHICLE CLEANING

FC: MC805
PB: 08

PC: 890
BU: 31
Revised: December 2001

*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 the interior and exterior cleaning activities and operations of all District revenue vehicles within the Rolling Stock and Shops Department; coordinates assigned activities with other divisions, departments and outside agencies; provides highly responsible and complex administrative support to the Department Manager, Rolling Stock and Shops; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class has staff responsibility for ensuring that revenue vehicles are maintained in a clean and attractive condition. Supervision of vehicle cleaning staff resides with the individual shop and shift supervisory staff; however, this incumbent is responsible for ensuring that clearing programs are developed, implemented and maintained. This class is distinguished from the Department Manager, Rolling Stock in that the latter has overall management responsibility for the maintenance and cleaning of transit vehicles.

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

1. Assumes management responsibility for the interior and exterior cleaning of all District revenue vehicles including the development, implementation and maintenance of cleaning programs.
2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer 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 assigned staff; assign work activities, projects and programs; reviews and evaluate work products, methods and procedures; meets with staff to identify and resolve problems.
5. Develops, implements, and evaluates a coordinated transit vehicle cleaning program; determines appropriate staffing levels for cleaning activities.

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6. Monitors the vehicle cleaning program; reviews reports and conducts on-site inspections; provides advice and confer with foreworkers and supervisors regarding cleaning activities.
7. Receives and inspects equipment from service yard; assesses and evaluates repair requirements; arranges for maintenance to be performed.
8. Evaluates and recommends the purchase and use of new cleaning materials and equipment; develops procedures for the use of new equipment.
9. Ensures proper use of chemicals and cleaning products; ensures compliance with applicable work hazards and safety procedures.
10. Administers vendor contracts in support of cleaning activities; ensures compliance with contract guidelines.
11. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
12. 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.
13. Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
14. Provides responsible staff assistance to the Department Manager, Rolling Stock and Shops.
15. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to vehicle cleaning programs, policies and procedures as appropriate.
16. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of transit vehicle cleaning.
17. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive cleaning program.

Proper use of various chemicals and cleaning products.

Materials and equipment used in cleaning various surfaces.

Principles and practices of program development and administration.

Methods and techniques of contract administration.

Principles and procedures of record keeping.

Occupational hazards and standard safety practices.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

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Related Federal, State and local laws, codes and regulations.
Use, storage and disposal of hazardous chemicals.

Skill in:

Overseeing and participating in the management of a comprehensive cleaning program.
Overseeing, directing and coordinating the work of lower level staff.
Selecting, supervising, training and evaluating staff.
Administering vendor vehicle cleaning contracts.
Evaluating and recommending the purchase and use of new cleaning materials and equipment.
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.
Ensuring adherence to safe work practices and procedures.
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 or Industrial Hygiene or a closely related field from an accredited college or university.

Experience:

Five (5) years of full-time equivalent verifiable professional experience in the cleaning of transit vehicles and/or commercial/industrial facilities which must have included at least two years of administrative and supervisory responsibility.

Substitution

Additional professional 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; field environment; exposure to heat, cold, moving vehicles, electrical energy; chemicals and hazardous materials; and inclement weather conditions.

Physical Conditions:

Walking, standing or sitting for prolonged periods of time.

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