



SENIOR OPERATIONS FOREWORKER

JC: OB145
PG: FWIII

PC: 831
BU: 14
June 1996

DEFINITION

Under general supervision, plans, directs, supervises, and reviews the work of a shift of operations staff involved in revenue system support in rail and/or station operations; acts as a primary tower foreworker in rail operations; provides for the instruction of staff in work and safety procedures; performs a variety of administrative or special assignments; performs related work as assigned.

CLASS CHARACTERISTICS

This job class may be assigned to any of the following functions: supervision of Train Operators, Station Agents and Operations Foreworkers; or serving as primary tower foreworker. Incumbents serve as management's first level of employee supervision and take action and/or make recommendations on employment, promotions and discipline to higher level management classifications. The Senior Operations Foreworker is distinguished from the Operations Supervisor in that the latter has operational responsibilities over multiple shifts and reviews recommendations by the Senior Operations Foreworkers to determine the appropriate action.

EXAMPLES OF DUTIES

- Assigns, directs and instructs Train Operators, Station Agents and Operations Foreworkers in the daily performance of their work;
- Monitors and controls on-rail vehicle movement within a specific yard area;
- Assists in coordinating on-site or remote activities during emergency or unusual incident situations;
- Investigates and resolves grievances;
- Interviews and recommends selection of new employees;
- Enforces and applies District and departmental policies, rules, practices, and procedures; and
- Maintains logs and records and prepares reports of work performed.

Knowledge of:

Transit operational principles, rules, regulations, procedures, and methods; basic supervisory principles, including work assignment, instruction and review, and employee discipline and motivation; principles and practices of safety in transit vehicle operations and the movement of transit vehicles; rail and station operations equipment; procedures and requirements for record keeping and reporting.

Senior Operations Foreworker

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Skill in:

Planning, assigning, directing, and coordinating the work of operational staff; instructing staff on work and safety procedures; analyzing operational problems, evaluating alternatives, recommending solutions, and implementing recommendations; preparing and maintaining accurate operational logs, records, reports, and other written communication; reading and interpreting operational policies and procedures; communicating clearly and effectively; establishing and maintaining effective working relationships with those contacted in the course of the work.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record. Must be willing to work off-hours shifts, weekends and holidays, and be subject to overtime. Must obtain and maintain required levels of District operational certification.

MINIMUM QUALIFICATIONS

Graduation from high school or the equivalent and two years of experience as an Operations Foreworker with the District. **NOTE:** Applicants must be **currently** employed as an Operations Foreworker with the District.