



OPERATIONS FOREWORKER

FC: OB120

PG: FW-II

PC: 821

BU: 14

1999

DEFINITION

Under general supervision, plans, directs and reviews the work of a shift of operations staff as a secondary tower foreworker or a terminal zone foreworker; performs related work as assigned.

CLASS CHARACTERISTICS

The responsibilities of this class are twofold, and incumbents may be assigned to any of the following functions in support of District revenue service and non-revenue operations: secondary tower foreworker or terminal zone foreworker. Work assignments to be completed are provided by a full supervisory class and the foreworker is either responsible for ensuring that train operator activities are coordinated during the shift, or for assisting in directing train movements within a specified yard. While the Foreworker is considered to be management's first level of employee interface, employee selection and major personnel decisions are left to the full supervisor in charge.

EXAMPLES OF DUTIES

1. Directs and instructs train operators in the daily performance of their work; coordinates their assignments during an assigned shift, ensuring staff assignment to the proper vehicles.
2. Ensures that trains are built up and broken down according to a pre-established schedule for optimal revenue service.
3. Ensures that train operators maintain schedules and are provided with appropriate break time as required by union contracts.
4. Under the direction of a senior foreworker or operations supervisor, visually monitors and controls on-rail vehicle movement within a specific yard area; ensures that on-rail vehicle movement within yard areas meets service requirements and is performed within District safety rules and regulations.
5. Assists in coordinating on-site or remote activities during emergency or unusual incident situations.
6. Coordinates work with others to initiate corrective action so as to prevent interruptions to passenger service and ensure the safety of passengers and equipment.
7. Analyzes problems and recommends improvements to work methods and procedures.

Operations Foreworker

Page 2

8. Resolves minor disputes; conducts fact-finding investigations and informs supervisors of disciplinary problems requiring action.
9. Reads and interprets operating procedures and insures that train operators are following such procedures.
10. Maintains logs and records and prepares reports of work performed.

QUALIFICATIONS**Knowledge of:**

Transportation 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.

Skill in:

Assigning, directing and coordinating the work of train operators; instructing staff on work and safety procedures; analyzing on-rail vehicle operations problems, evaluating alternatives, recommending solutions and implementing recommendations; preparing and maintaining accurate operational logs, records and reports; reading and interpreting operation policies and procedures; communicating clearly and effectively using two-way radio equipment or in person; establishing and maintaining effective working relationships with those contacted in the course of the work; exercising sound independent judgment within established guidelines; solving multifaceted problems within time constraints.

Ability to:

Learn to properly operate assigned equipment.

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 certifications.

MINIMUM QUALIFICATIONS

Equivalent to completion of high school and two years of experience equivalent to or higher than the District classes of Train Operator or Station Agent which will have provided the required knowledge and skills.