



ROLLING STOCK AND SHOPS SUPERINTENDENT

JC: MF818
PB: 11
FLSA: Exempt

BU: 95 (NR)
Created: November 2000
Revised: June 2019

*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

Under general direction, manages and oversees the operations of the District's and activities and operations of the Rolling Stock and Shop Division within the Maintenance Group which includes rolling stock maintenance shop, preventive maintenance, repair, modification, and inspection of fixed rail transit vehicles; performs related duties as assigned.

CLASS CHARACTERISTICS

This is the full-scope managerial classification which is responsible, through subordinate professionals, for directing the rolling stock inspections, preventive maintenance, electrical and mechanical repair of revenue service vehicles in a specified shop. This classification is distinguished from the of Assistant Chief Mechanical Officer in that the latter has overall management responsibility for the preventive maintenance, repair, modification, and inspection of fixed rail transit vehicles.

REPORTS TO:

Assistant Chief Mechanical Officer or designee.

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

1. Manages and oversees the activities and operations of the Rolling Stock Maintenance Division including the preventive maintenance, repair, modification, and inspection of fixed rail transit vehicles.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned 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 assigned staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.

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5. Works closely with maintenance engineering and technical support staff to develop effective solutions to transit vehicle maintenance and reliability problems.
6. Investigates accidents and unusual occurrences; determines cause, develops, and implements resolutions or corrective actions.
7. Ensures compliance with applicable EPA, OSHA, water district, sanitary district, fire department, and other regulatory agency rules and regulations.
8. Selects, trains, motivates, and evaluates maintenance personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
9. Participates in the development of and manages the shop's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
10. Serves as the liaison for the assigned maintenance shop with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.
11. Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
12. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to maintenance programs, policies and procedures as appropriate.
13. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of fixed rail transit vehicle maintenance.
14. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, materials, tools, and equipment used in the preventive maintenance of fixed rail transit vehicles
- Operational characteristics, services, and activities of a fixed rail transit vehicle maintenance program including preventive maintenance, warranty administration, and quality control
- Principles and practices of transit vehicle maintenance program development and administration
- Principles and practices of budget preparation and administration
- Principles of supervision, training, and performance evaluation
- Occupational hazards and standard safety practices including OSHA and environmental rules and regulations
- Related Federal, State and local laws, codes, and regulations

Skill/Ability in:

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- Overseeing and participating in the management of a comprehensive fixed rail transit vehicle maintenance program, including preventive maintenance, warranty administration, and quality control
- Selecting, supervising, training, and evaluating staff
- Planning and scheduling rail transit vehicle maintenance inspection and repair operation
- Investigating and resolving rail transit vehicle incidents, accidents, and malfunctions
- 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 compliance with applicable EPA, OSHA and other mandated rules 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 the work

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in Business Administration, Engineering, or a closely related field from an accredited college or university.

Experience:

Six (6) years of (full-time equivalent) verifiable professional experience in mechanical maintenance or related experience which must have included at least two (2) years of management and administrative experience.

Other Requirements:

Responsibility for revenue vehicle and shop problems 24 hours, 7 days per week on-call.

Substitution:

Additional 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; exposure to computer screens; field environment; construction site environment; exposure to heat, cold, moving vehicle, electrical energy and inclement weather conditions.

Physical Conditions:

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

BART EEO-1 Job Group: 0500 – Executives/Managers
Census Code: 0430 – Miscellaneous Managers
Safety Sensitive: No