



## **SPECIAL PROJECTS MANAGER, TRACKS AND STRUCTURES**

FC: MC701  
PB: G

PC: 890  
BU: 31(AFSCME)  
August 2002

*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**

Supervises and coordinates track and structures maintenance project control and administrative support activities within the Track and Structures of the Way and Facilities Division; coordinates assigned activities with other divisions, outside agencies and the general public; provides highly responsible staff assistance to the Superintendent of Way and Facilities, and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This single position classification is responsible for overseeing all special projects relating to the maintenance of track and/or structures, including planning and scheduling work of assigned staff to most efficiently support revenue service to minimize delays in service. The incumbent is accountable for accomplishing section goals and objectives as well as furthering overall departmental goals and objectives. This class is distinguished from the Superintendent of Way and Facilities in that the latter manages and supervises all activities and operations of the Way and Facilities Maintenance Division.

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

1. Coordinates the organization, staffing, operational and administrative activities for the track and structures maintenance program including program planning, scheduling and reporting.
2. Participates in the development and implementation of goals, objectives, policies and priorities; recommends and implements resulting policies and procedures.
3. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.

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4. Directs, coordinates and reviews the work plan for assigned track and structures maintenance contract services and activities; assigns work activities and projects.
5. Monitors work flow; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
6. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
7. Develops and administers contracts and agreements; conducts contract negotiations with consultants and vendors on contracted services.
8. Develops automated tracking systems for effective project control; coordinates project control needs with outside agencies and other District departments; advises staff on status of projects and work assignments.
9. Evaluates training needs for division staff; coordinates training activities.
10. Provides assistance in purchasing; evaluates and monitors inventory levels; ensures all purchasing comply with District guidelines.
11. Analyzes, monitors, evaluates and makes recommendations on division program areas including maintenance, equipment failures and purchasing requirements.
12. Provides staff assistance to the Superintendent of Track and Structures.
13. Participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
14. Coordinates track and structures maintenance activities with those of other shifts, divisions, outside agencies and organizations.
15. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of track and structures maintenance.

## **QUALIFICATIONS**

### **Knowledge of:**

Operational characteristics, services and activities of a track and structures maintenance, inspection and repair program.

Purchasing policies and procedures.

Principles of Track and Structures maintenance and construction.

Principles and practices of contract administration.  
Principles of project scheduling and management.  
Principles and practices of budget preparation and administration.  
Principles of supervision, training and performance evaluation.  
Principles and procedures of record keeping.  
Occupational health and safety rules and regulations.  
Related Federal, State and local laws, codes and regulations.  
Principles of mathematics.

**Skill in:**

Overseeing and coordinating track and structures maintenance, inspection and repair services.  
Selecting, supervising, training and evaluating staff.  
Interpreting and explaining District's maintenance policies and procedures.  
Maintaining records and logs.  
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.  
Evaluating and coordinating training programs.  
Interpreting manuals, diagrams and schematics.  
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.

**Other Requirements:**

Must possess a valid California driver's license and have a satisfactory driving record.  
Must possess sufficient mobility to perform field inspections and investigations.

**MINIMUM QUALIFICATIONS**

**Education:**

An Associate degree with major courses in civil or structural engineering or a closely related field from an accredited college or university.

**Experience:**

Four (4) years of (full-time equivalent) verifiable track and structures maintenance experience which must have included at least one (1) year of administrative and/or supervisory experience.

**Substitution:**

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. An associate degree is preferred.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; field environment; electrical energy. Exposure to computer screens, heat, cold, dust, grease, smoke, fumes, gases; work or inspect in confined spaces; work or inspect underground; work on elevated structures.

**Physical Conditions:**

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

**EEOC Code: 02**

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