



## SENIOR MANAGER OF MAINTENANCE PLANNING AND SCHEDULING

JC: 000159

PB: 10

FLSA: Exempt

BU: 95 (Non-Rep)

Created: September 2017

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 the District's maintenance planning and scheduling requirements for all railcar maintenance planning and scheduling operations and activities; performs related duties as required.

### **CLASS CHARACTERISTICS**

This classification is the full managerial level responsible for perform full functional management responsibility for multiple divisions of a major department of the organization with significant responsibility for managing, administering, and implementing multiple policies or programs, responsibility for directing the work of Managers, and significant strategic development, implementation and administration of planning future delivery of services that may have significant, long-term impact to the organization. This classification is distinguished from the Chief Mechanical Officer in the latter has responsibilities for the Rolling Stock and Shops Division of the Maintenance and Engineering Department.

### **REPORTS TO:**

Chief Mechanical Officer or designee.

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

1. Oversees and manages the maintenance planning and scheduling requirements for all railcar maintenance planning and scheduling activities; oversees the day-to-day operations using relevant software to ensure accuracy and validity of information including analyzing and updating asset database and maintenance requirements.
2. Works closely with Rolling Stocks and Shops management and external departments ensuring that all work plans are efficient and effective.
3. Works with maintenance management and staff to provide effective asset maintenance scheduling and reporting, implements software upgrades and enhancements, makes recommendations for process improvements, and provides reports on asset maintenance status; maintains systems for prioritizing and scheduling work using Maximo CMMS or other software.

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4. Reviews and reports on work order status; reviews data and information accuracy, provides QA/QC of input data; provides recommendations for improving accuracy and completeness of data inputs; customizes user-interface to help improve accuracy of data inputs; assists managers and supervisors in implementing best practices for asset management; promotes consistency and timely service.
5. Coordinates and develops IT interfaces with CMMS of other departments.
6. Prepares maintenance forecast reports utilizing available data, projected maintenance planning and scheduling activities and utilization rates.
7. Determines material needs necessary to fulfill maintenance and inspection requirements. Coordinates these needs with Procurement and RS&S Operations; Advises appropriate staff as necessary.
8. Coordinates with RS&S operations and procurement and other maintenance departments to maximize utilization of rail down times to accomplish required maintenance actions. Makes recommendations for action and assists in the development and implementation of policies, procedures, goals and objectives.
9. Conducts a variety of organizational, operational and analytical studies and investigations; recommends modifications to existing programs, policies and procedures as appropriate; prepares a variety of formal reports.
10. Monitors the efficiency and effectiveness of service delivery methods and procedures; recommends, within department policy, appropriate service and staffing levels.
11. Participates in the development and administration of an assigned budget; forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; recommends adjustments as necessary.
12. Explains, justifies and defends programs, policies and activities in assigned areas of responsibility; contributes to management review of assigned activities.
13. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of ISO 9000, Lean and Six Sigma methodologies
- Operational characteristics, services, and activities of a Strategic Maintenance Program (SMP) overhaul facilities
- Principles, practices, methods, materials, tools, and equipment used in reliability-based maintenance.]
- Professional office administration practices and procedures

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- Diversity and inclusion practices and principles
- Methods and techniques of research and analysis
- Principles and practices of project coordination and management
- Methods and techniques of policy analysis and development
- Principles of strategic planning and managing change processes
- Principles of management and training
- Methods and techniques of training needs analysis and development
- Principles of budget preparation and control
- Principles and practices of business math, accounting and budgeting
- Current office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.
- Principles of business letter writing and report preparation
- Principles and procedures of filing and record keeping
- English usage, spelling, grammar and punctuation
- Related Federal, State and local codes, laws and regulations

### **Skill/Ability in:**

- Proficient at the use of commercial Maintenance Planning Software including development of reporting metrics
- Management of a comprehensive Strategic Maintenance Program (SMP) Implementing reliability-based maintenance program with an emphasis on lean manufacturing, including planning and scheduling
- Ensuring compliance with applicable EPA, OSHA and other mandated rules and regulations
- Performing professional level administrative support services
- Developing, implementing, interpreting and applying department policies, procedures, goals and objectives
- Exercising sound independent judgment within general policy guidelines
- As assigned, leading, organizing, and reviewing the work of staff
- Independently preparing correspondence and memoranda
- Planning, organizing and administering special projects and programs
- Planning, organizing and scheduling office priorities
- Researching, analyzing, compiling and summarizing a variety of materials
- Preparing and administering department budgets
- Operating office equipment including computers and supporting word processing and spreadsheet applications
- Responding to requests and inquiries from the general public
- Understanding the organization and function of a public agency
- Interpreting and explaining District policies and procedures
- Analyzing problems, identifying alternative solutions and making recommendations
- Communicating clearly and concisely, both orally and in writing
- Public speaking and presentation delivery
- Establishing and maintaining effective working relationships with those contacted in the course of work

### **MINIMUM QUALIFICATIONS**

#### **Education:**

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Bachelor's degree in Business Administration, Political Science, Psychology, Public Administration, or a related field from an accredited college or university.

### **Experience:**

Five (5) to seven (7) years of professional verifiable experience in maintenance planning or related experience.

### **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; exposure to computer screens; field environment; travel from site to site.

### **Physical Conditions:**

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

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