



## **SUPERINTENDENT Of eBART OPERATIONS**

FC: TBD  
PB: PB11  
FLSA: Exempt

PC: 950  
BU: 95 (Non Rep)  
Created: February 2015

*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**

Directs, manages and supervises the activities of the eBART program development and start up activities including development and implementation of operating rules and training programs; engineer training and operations; Dispatch and field supervisory plans and programs; and all other aspects related to the transportation and field management aspects of the eBART service. Once in revenue operation, the incumbent will support the Group Manager by providing supervision and coordination of the day-to-day operation and maintenance of the eBART rail system. Provides management and policy support to the Group Manager and preforms related duties as assigned.

### **CLASS CHARACTERISTICS**

This classification manages, through subordinate managers and supervisors, all activities related to revenue and non-revenue movement and control of rail vehicles throughout the system including coordination with BART service and Central Control. Performs duties during varying work hours within a 24/7 transportation environment maintaining alertness, situational awareness and vigilance. Reasons and functions independently and utilizes clear and effective oral and written communication skills in interacting with fellow eBART personnel and the public. This class is distinguished from the Group Manager in that the latter has responsibility for managing and directing a broad variety of the entire maintenance and operations of the eBART program.

### **REPORTS TO**

Group Manager, OAC and eBART and/or his/her designee.

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

1. Assumes management responsibility for the development, implementation, and maintenance of all eBART operating policies, plans and procedures in accordance with CPUC regulations, industry best practice, eBART standards.
2. Development and coordination of detailed operating plans in support of the provision of safe, customer-friendly rail transit service that supports the ongoing maintenance of the infrastructure, systems and eBART DMU vehicles.
3. Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Oversee the hiring, training, ongoing operational testing and performance evaluation of all eBART field and office management and DMU engineer staff. Ensuring successful com.
5. Oversee the work of contractors, co-workers and others in all phases of transportation planning and delivery, including but not limited to scheduling production, alternative service plans, delay mitigation, and transportation delivery improvements.
6. Development and administration of the Operations Department budget, including forecasting funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
7. Oversees, through subordinate management and supervisory staff, the delivery of services for District operations; works with key staff to identify and resolve problems. . Attends and participates in professional group meetings; stays informed of new trends, innovations, and legislation related to operations matters.
8. Coordinates with BART management on emergency response drills and procedures as well as the development of joint operational plans. Responds, either directly or through others, to emergencies twenty four (24) hours per day, seven (7) days per week.
9. Selects, trains, motivates and evaluates assigned staff; provides or coordinates management staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

10. Provides professional assistance Group Manager participates on various District committees and project teams; prepares and presents staff reports and other necessary presentations before the Board of Directors, as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Operations practices and CPUC regulations for commuter rail fleet.

Principles and practices of warranty administration and quality assurance.

Operation, design and maintenance characteristics of diesel rail vehicles and components.

Principles and practices of policy development and administration.

Methods and techniques of maintenance, repair, modification, servicing and cleaning of revenue vehicles.

Occupational hazards and standard safety practices.

Asset management/work order systems.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Related Federal, State and local laws, codes and regulations.

### **Skill in:**

Managing a comprehensive transportation operations program

Developing and administering departmental goals, objectives and procedures.

Analyzing and assessing policies and operational needs and making appropriate adjustments.

Identifying and responding to sensitive community and organizational issues, concerns and needs.

Preparing and analyzing rail transit operations guidelines.

Analyzing complex safety problems, evaluating alternatives and making sound recommendations.

Delegating authority and responsibility.

Selecting, supervising, training and evaluating staff.

Researching, analyzing and evaluating new service delivery methods and techniques.

Preparing clear and concise administrative and financial reports.

Preparing and administering large and complex budgets.

Interpreting and applying applicable Federal, State and local policies, laws and regulations.

Communicating clearly and concisely, both orally and in writing.

Proficiency with the standard professional software systems.

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.

## **MINIMUM QUALIFICATIONS**

### **Education:**

Bachelor's degree in engineering, business administration, public administration, transportation or a closely related field from an accredited college or university.

### **Experience:**

Five (5) years of (full time equivalent) verifiable professional in managing and directing complex railroad and/or rail transit operations and maintenance which must have included three (3) years of supervisory, budgetary and management experience. Public sector experience preferred.

### **Substitution:**

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis.

## **WORKING CONDITIONS**

### **Environmental Conditions:**

Office environment; exposure to computer screens; shop environment; exposure to heat and cold and moving vehicles; Train, Station, yard and maintenance environment. Exposure to electrical, mechanical and physical hazards, as well as exposure to outdoor inclement weather conditions.

### **Physical Conditions:**

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