



## SUPERINTENDENT of SYSTEMS, eBART

JC: 000087

PB: 11

FLSA: Exempt

BU: 95 (NR)

Created: October 2015

Revised: June 2019

*Class specifications are intended to present a descriptive list of the range of duties performed by employee in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under direction, directs, manages, supervises and coordinates the operations and activities related to the maintenance of eBART systems related including track, signal communications of the BART to OAK Automated People Mover (APM) contract operator; coordinates assigned activities with other divisions, departments and outside agencies; provides highly responsible and complex administrative support to the Chief Operating Officer, eBART; performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This chief level classification administers, through subordinate supervisory levels and long-term contracts, the inspection, preventive maintenance and repair of all systems on the eBART line as well as the BART to OAK APM system on a 24/7 basis, responsible for developing and implementing state of good repair and other capital programs related to the eBART and BART to OAK systems, and is accountable for accomplishing division goals and objectives and for furthering District goals and objectives within general, policy guidelines. This classification is distinguished from the Chief Operating Officer, eBART in that the latter has responsibility for managing and directing all eBART and BART to OAK activities for the District.

### **REPORTS TO**

Chief Operating Officer, eBART or designee.

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

1. Directs, manages, and supervises the installation, maintenance, repair and modification of all eBART and BART to OAK systems.
2. Oversees the activities of and evaluates the performance of the BART to OAK contract operator including coordination with all internal BART departments.
3. Maintains Ebert structures Stations, Parking lots, Maintenance Facilities and the right of way.
4. Directs, manages, and oversees all activities of the operation and maintenance of the BART to OAK Automated People Mover contract operator.

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5. Coordinates operations activities with other divisions, departments and outside agencies, and provides highly responsible and complex administrative support to the Chief Operating Officer.
6. Assists Ebert Systems Superintendent and Chief Operating Officer with eBART related tasks as assigned.
7. Reviewing, analyzing, interpreting, and approving data generated as a result of OAC Operation and Maintenance; provides monthly and annual reporting of BART to Oak data to outside regulatory agencies; participates in external and internal audits.
8. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
9. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
10. 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.
11. Researches and develops specifications, solutions, and system or equipment upgrades eBART systems and equipment; develops specifications for contract services as required; directs the work of outside contractors; minimizes revenue service disruptions.
12. Develops and implements appropriate training programs; ensures appropriate operational safety levels are maintained; reviews and modifies programs as necessary.
13. Hires, trains, and evaluates eBART systems personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
14. Oversees and participates in the development and administration of the group's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
15. Serves as the liaison for BART to OAK with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
16. Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
17. Provides responsible staff assistance to the Group Manager.
18. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to complex maintenance problems, programs, policies and procedures as appropriate.

19. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of power and mechanical maintenance.
20. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operations in other areas of BART that directly/indirectly impact OAC operations
- Operational characteristics, services and activities of Automated People Mover systems
- Operational characteristics, services and activities related to railroad systems
- Principles and practices utilized in the development of preventive maintenance, and State of Good repair programs
- Principles and practices in overseeing large operating and maintenance contracts
- Methods and techniques of developing and implementing safety programs in assigned area
- Principles and practices of bid specifications, review, and selection
- Principles and practices of procurement, purchasing, ordering and requisitioning
- Principles and practices of program development and administration
- Principles and practices of budget preparation and administration
- Principles of supervision, training and performance evaluation
- Contract laws
- Property Right of Way
- BART processes and procedures
- Related Federal, State and local laws, codes and regulations.

### **Skill in:**

- Overseeing and participating in the management of a comprehensive railroad systems program. Starting up new transit systems and systems integration
- Interpreting technical specifications, diagrams and manuals. Developing and managing large service contracts
- Developing equipment specifications; analyzing bids and evaluating products
- Selecting, supervising, training and evaluating staff
- 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
- Negotiating and managing contracts
- Coordinating BART and OAC activities and system's impact on each other
- Organizing, tracking interpreting and analyzing data
- Organizing financial and operational data and performance metrics.
- 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

**MINIMUM QUALIFICATIONS**

**Education:**

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

**Experience:**

Seven (7) of (full-time) professional verifiable experience in project management, computer systems maintenance or related experience which must include at least two (2) years of management experience.

**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