



TRAIN CONTROL FOREWORKER

FC: MA725
PG: FP-MAINT
FLSA: Non-Exempt

PC: 825
BU: 06 (SEIU)
Created: April 1988
Revised: 2004

*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 supervision, plans, directs and reviews the work of a shift of train control electronic technicians engaged in the maintenance, installation, modification and primary repair of yard and train control equipment; provides for the instruction of staff in work and safety procedures; and performs related duties work as assigned.

CLASS CHARACTERISTICS

This class assigns and directs the work of a shift of employees in a specified functional area. Work schedules and assignments to be completed are provided by a higher level supervisory class, and the foreworker is responsible for ensuring that the work is completed satisfactorily during the shift. While the foreworker is responsible for initial appraisal and documentation of performance, employee selection and major personnel decisions are left to the full supervisor in charge.

REPORTS TO

This position reports to the shift Section Manager of Systems Maintenance.

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

1. Plans daily work schedules in accordance with assigned work list; assigns work to individuals and crews, and ensures that the work is done to accepted standards and within an established time frame.
2. Assesses and adjusts priorities to ensure that yard and train control equipment does not impact revenue operations.
3. Provides on-site supervision of crews.
4. Assists/instructs employees in troubleshooting and planning complex repairs and maintenance.
5. Assesses scope of unscheduled repair requests and assigns work; determines if the scope of repair requires completion by component repair shop and coordinates referral of equipment to the shop.
6. Specifies and coordinates provisions of safe clearances and power shut offs required for work

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safety.

7. Reviews and appraises performance of technicians, counsels employees and prepares documentation of deficiencies; resolves minor disputes and informs supervisors of disciplinary problems requiring action.
8. Interprets District policies and procedures to employees.
9. Arranges provisions of tools and equipment to employees in the field; ensures necessary parts, tools and supplies are available for completion of jobs.
10. Orders/requisitions stock and special parts and equipment as needed and maintains inventory.
11. Conducts safety meetings and discussions on assigned topics and shop issues; trains employees and monitors and enforces use of protective clothing, devices and safe work habits.
12. Reads and interprets maintenance manuals, procedures, diagrams, engineering change orders and schematics.
13. Arranges support of maintenance from other groups.
14. Responds to computerized, telephone and in-person requests for train control and yard equipment maintenance.
15. Maintains logs and records and prepares reports of work performed, labor hours and materials used, using current District maintenance management software and other current PC applications such as, excel, lotus notes, word, etc.
16. Operates District vehicles to reach equipment to be serviced, and may include specialized high-rail vehicles used on tracks; may operate cranes or other equipment as required for repair.

QUALIFICATIONS

Knowledge of:

District Safety Rules, Standard Plans, Specifications, Rules, Regulations and Operations Procedures.
Basic operating principles of digital electronics and electro-mechanical mechanisms.

Methods, materials, tools and equipment used in preventive maintenance, installation, primary repair and modification of yard and train control equipment.

Basic supervisory principles including work assignment, instruction and review.

Procedures and equipment for diagnosing and troubleshooting yard and train control equipment problems.

Current District PC applications such as, excel, lotus notes, word, etc.

Mathematics used in train control maintenance including Boolean algebra.

Principles and practices of safety in equipment repair and maintenance.

Procedures for ordering and requisitioning parts, tools and supplies.

Skill in:

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Planning, assigning, directing and reviewing the work of train control electronic technicians.
Instructing assigned staff on work and safety procedures.

Analyzing train control equipment repair and maintenance problems, establishing scope of work required and recommending approach to the work.

Preparing and maintaining accurate records, logs and reports.

Using current PC applications systems.

Reading and interpreting manuals, diagrams and schematics.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Effectively handling priorities for train control equipment maintenance work.

Exercising sound independent judgment within general policy guidelines.

Leadership and organizational ability.

Operating the District's radio and telephone communication systems in compliance with District Rules, Regulations and Procedures.

MINIMUM QUALIFICATIONS

Education:

An Associate degree in electronics from an accredited college, or a Certificate of Achievement in Electronics from an accredited college, or completion of military training in electronics, or completion of a formal apprenticeship as an electronic technician and possession of a high school diploma, GED, or recognized equivalent.

Experience:

Two (2) years of (full-time equivalent) verifiable experience in train control electronic and ancillary equipment repair which must have functioned in a supervisory or lead capacity for a minimum of six (6) months or must have completed a supervisory course at an accredited institution or its equivalent.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

Must possess adequate color vision to distinguish wiring, parts, and signals.

Must be physically able to lift to waist level and carry up to 60 pounds.

Must be physically able to climb, stoop, bend, kneel, and crawl to supervise and inspect the work of others.

Must be physically able to walk on uneven surfaces for long distances.

Must be physically able to work in confined spaces, underground and on aerial structures.

Must be willing to work in exposure to live voltage.

Must be able to wear respiratory protective equipment during the performance of assigned duties in accordance with the District Respirator Program and applicable Cal-OSHA requirements.

Must be able to understand, read and communicate in English.

Must be able to work various shifts, weekends, holidays, and overtime.

Substitution:

In addition to the experience listed above, four (4) years of (full-time equivalent) verifiable electronic maintenance experience (i.e. maintaining, troubleshooting and repairing electronic and/or electro-mechanical equipment) can be substituted for the education.

WORKING CONDITIONS

Environmental Conditions:

Shop environment; exposure to live voltage, air contamination, heat, and cold; field environment; exposure to live voltage, electronic equipment, ancillary equipment and devices; confined spaces, underground, aerial structures; and inclement weather.

Physical Conditions:

Requires maintaining physical condition necessary for lifting and carrying; climbing, stooping, bending, kneeling, crawling, walking, standing or sitting for prolonged periods of time.