



ASSISTANT SUPERINTENDENT OF ROLLING STOCK MAINTENANCE

JC: MF822

PB: 9

FLSA: Exempt

BU: 95 (NR)

Created: November 2000

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 direction, manages and administers the operations and activities of the District's Rolling Stock and Shop Department including preventive maintenance, repair, modification, and inspection of fixed rail transit vehicles; provides responsible support to the Rolling Stock Maintenance Superintendent; performs related duties as assigned.

CLASS CHARACTERISTICS

This supervisor/managerial classification is responsible, through subordinate professionals, for the preventive maintenance, repair, modification, and inspection of fixed rail transit vehicles. Positions at this level are accountable for accomplishing division goals and objectives, following operating procedures and policies, technical decision making, budget administration and personnel management. This classification is distinguished from the Superintendent of Rolling Stock Maintenance the latter is responsible for managing all operations and activities relating to a major rail transit vehicle maintenance shop.

REPORTS TO:

Superintendent of Rolling Stock Maintenance or designee.

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

1. Manages and coordinates the daily operations and activities of the Rolling Stock and Shop Department including preventive maintenance, repair, modification, and inspection of fixed rail transit vehicles.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
3. Plans and coordinates shop activities including staffing, parts availability and scheduling; monitors and evaluates shop operations and production.
4. Investigates accidents and unusual occurrences; determines cause; develops and implements resolutions or corrective actions.

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5. Ensures compliance with applicable EPA, OSHA, water district, sanitary district, and fire department rules and regulations.
6. Assesses revenue vehicle needs of various transportation lines; ensures transit vehicles are prepared for transfer in support of operational needs; confers with transportation managers concerning vehicle and operational problems.
7. Schedules modifications and updates to revenue vehicle computers including time changes to revenue vehicle components.
8. Ensures availability and reliability of component parts.
9. Identifies new equipment needed to repair vehicles.
10. Coordinates with outside vendors and contractors to build, repair, and replace equipment and services.
11. Participates in the development and administration of the annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
12. Assists in the selection, motivation, and evaluation of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
13. Monitors employee safety compliance daily; conducts monthly shop safety meetings and takes corrective actions.
14. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of transit vehicle maintenance.
15. Provides staff assistance to the Rolling Stock Maintenance Superintendent; participates on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.

QUALIFICATIONS

Knowledge of:

- Revenue cars system mechanical and electrical components and functions
- Repair policies and procedures
- Operations of a comprehensive fixed rail transit vehicle maintenance program
- Principles, practices, methods, materials, tools, and equipment used in the preventive maintenance of fixed rail transit vehicles
- Rail transit vehicle maintenance planning, scheduling, and control
- Methods and techniques of investigating rail transit vehicle incidents, accidents, and malfunctions
- Principles and practices of budget preparation and administration
- Principles and procedures of financial record keeping and reporting
- Principles of supervision, training, and performance evaluation

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- Principles of business letter writing and basic report preparation
- Occupational hazards and standard safety practices
- Related Federal, State and local laws, codes, and regulations including OSHA and environmental rules and regulations

Skill/Ability in:

- Assisting in the management of a comprehensive fixed rail transit vehicle maintenance program
- Selecting, supervising, training and evaluating staff
- Preparing, maintaining, and reviewing vehicle maintenance schedules
- Participating in the development and administration of division goals, objectives, and procedures
- Investigating and resolving rail transit vehicle incidents, accidents, and malfunctions
- Preparing and administering program budgets
- Preparing clear and concise administrative and financial reports
- Planning and coordinating shop activities
- Assessing revenue vehicle needs of various transportation lines
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals
- Ensuring compliance with applicable EPA, OSHA and other mandated rules and regulations
- 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

Responsible for revenue vehicle and shop problems 24 hours, 7 day per week on-call.

MINIMUM QUALIFICATIONS

Education:

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

Experience:

Five (5) years of (full-time) professional verifiable experience in fixed rail vehicle maintenance or related experience which must include at least two (2) years of management 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; shop environment; exposure to heat, cold, moving vehicles, electrical energy and inclement weather.

Physical Conditions:

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May require maintaining physical condition necessary for walking, standing or sitting prolonged periods of time. Must possess sufficient mobility to perform field inspections and investigations.

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