



CHIEF MAINTENANCE OFFICER

JC: EF050

PG: 13

BU: 95 (NR)

FLSA: Exempt

*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, plans, directs, manages, and oversees the activities and operations of Maintenance Department projects and programs; coordinates assigned activities with other departments and outside agencies; provides highly complex administrative support to the Assistant General Manager, Operations; and performs related duties as assigned.

CLASS CHARACTERISTICS

This chief level classification manages, through subordinate managers and supervisors, all operations and activities related to the maintenance of all District infrastructure including facilities, tracks, structures, automatic fare collection equipment, non-revenue vehicles, power and mechanical equipment, and systems maintenance relating to train control. Positions at this level are accountable for accomplishing departmental goals and objectives and for furthering District goals and objectives within general policy guidelines. This class is distinguished from the Assistant General Manager, Operations in that the latter has overall responsibility for all of Operations, including Transportation, Rolling Stock & Shops, and Operations Planning.

REPORTS TO

Assistant General Manager, Operations

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

1. Assumes full management responsibility for all departmental maintenance services and activities including track and structures, non-revenue vehicles, power and mechanical maintenance, and systems maintenance; recommends and administers policies and procedures.
2. Manages the development and implementation of departmental goals, objectives, policies, and priorities for each assigned service area.
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. Develops, plans, directs, and coordinates, through subordinate level staff and division managers, the Maintenance Department's work plan, goals, objectives, policies, and procedures.

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5. Provides administrative direction to a multi-disciplined maintenance organization.
6. Assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
7. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
8. Plans, organizes, assigns, administers, directs, reviews, and evaluates departmental programs and activities related to the improvement of rapid transit facilities and equipment.
9. Monitors developments and legislation related to assigned areas of responsibility; evaluates impact upon District operations; recommends and implements policy and procedural improvements.
10. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
11. Oversees and participates in the development and administration of the departmental budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
12. Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
13. Represents the Maintenance Department to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
14. Provides staff assistance to the Assistant General Manager, Operations; participates on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
15. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of maintenance.
16. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

- Operations of a comprehensive multi-disciplined maintenance program
- Principles and practices of policy development and administration
- Principles and practices of construction contract administration
- Principles and practices of budget preparation and administration
- Principles of supervision, training, and performance evaluation

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- Principles and practices of transit system maintenance
- Principles of project scheduling and management
- Principles of preventive maintenance planning
- Principles relating to safety of fleet and maintenance activities
- Current office procedures, methods, and equipment including computers
- Related Federal, State, and local laws, codes, and regulations

Skill in:

- Managing a comprehensive multi-disciplined maintenance 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
- 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
- Establishing and maintaining effective working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS:

Education

Possession of a bachelor's degree in business administration, public administration, maintenance, or a closely related field from an accredited college or university.

Experience

Seven (7) years of (full-time equivalent) verifiable professional experience in management and administration of a major maintenance program which must include at least two (2) years of managerial experience.

Substitution

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

Other Requirements

Must possess a valid California driver's license and have a satisfactory driving record. Must possess sufficient mobility to perform field inspections and investigations.

WORKING CONDITIONS

Environmental Conditions

Office environment; exposure to computer screens.

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Physical Conditions

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

BART EEO-1 Job Group: 0500 – Executives/Managers

Census Code: 0160 – Transportation Managers

Safety Sensitive: N

CLASSIFICATION HISTORY

Created : April 1994

Revised: February 2023

Updated :