



RAIL SERVICES COMPLIANCE OFFICER, CAPITOL CORRIDOR

JC: KF175
PB: G
FLSA: Exempt

BU: 31 (AFSCME)
December 2000

*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

Monitors the maintenance activities and service performance for the contract operation of the Capitol Corridor passenger rail (Colfax-Sacramento-Oakland/San Francisco-San Jose) and feeder bus (Reno/South Lake Tahoe/Santa Barbara/Monterey/Santa Cruz) service; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class is responsible for maintenance activities and service performance for the Capitol Corridor passenger rail service. This position reports to the Capitol Corridor Group Manager, and is distinguished from that position in that the latter has overall management responsibility for maintenance and service performance.

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

1. Oversees the maintenance activities of rail equipment, structures and facilities within the Capitol Corridor passenger rail and feeder bus service area.
2. Monitors the implementation of goals, objectives, policies, procedures and work standards for the Capitol Corridor passenger rail and feeder bus service.
3. Participates with affected agencies in developing short and long range service operational plans including rolling stock/equipment requirements, schedules, fare policy, and service improvements.
4. Administers, reviews and evaluates the activities of the contracted service operator including food services; and coordinates the planning, design and implementation of joint ticketing programs; troubleshoots related problems; develops improvements and revisions as needed.
5. Monitors fare collection, station and vehicle maintenance, and police support activities.
6. Operates and maintains computer-generated database relating to rail equipment maintenance and other service-related activities.

7. Coordinates, directs, and monitors customer relations and services including on-board surveys.
8. Coordinates with affected agencies on project development and construction including joint-ticketing and automated fare collection programs.
9. Represents the Capitol Corridor Joint Powers Authority in meetings with manufacturers, vendors, governmental agencies and professional and business organizations.
10. As required, travels throughout the corridor service area.

QUALIFICATIONS

Knowledge of:

- Operations of a comprehensive passenger rail equipment service
- Operations, services and activities of rail equipment, structures and facilities
- Principles and practices of planning and scheduling maintenance procedures for equipment structures and facilities of a passenger rail service
- Principles and practices of mass transit and public transportation
- Principles and practices of administering contract services
- Principles of project development and construction
- Principles and practices of customer relations and services
- Principles of supervision, training and performance evaluation
- Related federal, state, and local laws, codes and regulations

Skill/ Ability in:

- Overseeing and coordinating the management of a comprehensive passenger rail service
- Overseeing and participating in developing short and long-range service goals and standards
- Overseeing, directing and evaluating the work and services of contract staff
- Operating and maintaining computer generated databases
- Planning and scheduling maintenance for equipment, structures and facilities of a passenger rail Service
- Planning, organizing, and coordinating work efforts of inter-departmental and outside agencies
- 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:

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

MINIMUM QUALIFICATIONS

Education:

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

Experience:

The equivalent of five (5) years of full-time professional level experience in administering maintenance and performance activities in passenger railroad transportation services.

Substitution:

Additional experience as outlined above may be substituted for the education on a year-for-year basis. Graduation from a four-year college is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; 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: 1500 – Supervisors/ Other
Census Code: 0710 – Management Analysts
Safety Sensitive: No