



Title: Director, Light Rail

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to direct the District’s light rail transportation, vehicle maintenance, and Wayside maintenance departments. This is accomplished by evaluating and supervising transportation personnel, creating and updating operating rules and procedures, preparing operating plans for expanded service, approving vehicle maintenance standard operating procedures, negotiating contract language for bargaining unit agreements, monitoring the application of labor agreements for work assignments, preparing and monitoring operating and capital budgets, and developing and reviewing appropriate training programs. Other duties include performing administrative tasks.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	S	Directs the light rail transportation department by evaluating and supervising transportation personnel, reviewing performing statistics, preparing division notices referencing operation practices, creating and updating operating rules/procedures, preparing an operating plan for expanded service, and developing training criteria.	50 %
2	S	Performs administrative duties by negotiating contract language for bargaining unit agreements, verifying employees are paid in accordance with labor agreements, interpreting labor agreements, preparing and monitoring budgets, reviewing expenditures, and developing and reviewing training programs.	20 %
3	S	Directs the light rail vehicle maintenance department by evaluating and supervising vehicle maintenance personnel, reviewing performance statistics, preparing division notices, establishing maintenance goals and projects, and approving vehicle maintenance standard operating procedures.	15 %
4	S	Directing the light rail wayside department by evaluating and supervising vehicle maintenance personnel, reviewing performance statistics, preparing division notices, establishing maintenance goals and projects, monitoring track construction, and reviewing engineering civil and track plans and specifications for modifications to the railroad.	15 %



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Business Administration, Public Administration, Management or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of seven (7) years of progressively responsible experience in public transportation, with four (4) years of experience in a rail operations or maintenance environment, and three (3) years of supervisory experience.
Supervision	Work involves problem solving and mediating highly conflicting, unexpected and unusual problems involving multiple groups. Applies broad management responsibility for a large program or set of related functions. Provides direct and indirect supervision to lower level personnel.
Human Collaboration Skills	Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Freedom to Act	The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan, and adjusts as necessary.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or



	critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Possession of a valid California driver’s license is required with the ability to obtain and maintain a valid Class B driver’s license, with Passenger and Airbrake endorsements and a Light Rail Vehicle (LRV) Operator’s license.

KNOWLEDGE

- C.P.U.C. general orders.
- Transportation operating standards, procedures, and processes.
- Rail transit operations standards and practices.
- Vehicle maintenance procedures and processes.
- Fare vending procedures and processes.
- Rail transit maintenance standards and practices.
- Wayside maintenance procedures and processes.
- FRA regulations.
- Operating budget preparation process.
- Capital budget preparation process.
- Expenditure patterns and associated cost of labor, parts, and services.
- Transit operating standards.
- Training techniques and practices.
- Management and supervisory methods.
- Labor relations and union contract language.

SKILLS

- Advanced word processing, spreadsheet, presentation and database software
- Specialized software related to functional area

ABILITIES

- Work well with a large number of personnel.
- Deal with difficult people and situations.
- Learn District and departmental operating policies, procedures, systems, and tasks.
- Speak clearly and communicate messages to appropriate individuals.
- Organize information clearly and precisely.
- Manage and supervise staff.
- Obtain and maintain a valid Class B California driver’s license, with passenger and air brake endorsements and current medical certificate.
- Obtain and maintain required light rail operator certification.
- Comply with the random drug testing provisions for safety-sensitive classifications as required by the Department of Transportation (49 CFR, Part 655).
- Pass Ishihara eye test.



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- Obtain and maintain Verifiable Transit Training requirements.
 - Obtain and maintain National Incident Management System (NIMS) training.
 - Obtain and maintain PC832 certificate.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	C	Making presentations; observing work site; observing work duties; communicating with co-workers
Sitting	F	Desk work; meetings; driving
Walking	O	To other departments/offices; around work site
Lifting	R	Supplies
Carrying	R	Supplies
Pushing/Pulling	O	File drawers
Reaching	O	For supplies; for files
Handling	C	Paperwork
Fine Dexterity	F	Computer keyboard; telephone keypad; calculator
Kneeling	O	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	O	Retrieving items from lower shelves/ground
Crawling	R	
Bending	O	Retrieving items from lower shelves/ground
Twisting	F	From computer to telephone; getting inside vehicle
Climbing	F	Stairs
Balancing	R	On ladders; on equipment; on step stools
Vision	C	Reading; computer screen; driving; observing work site
Hearing	C	Communicating via telephone/radio; to co-workers/public; listening to equipment
Talking	C	Communicating via telephone/radio; to co-workers/public
Foot Controls	O	Driving; operating heavy equipment
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	O
Chemical Hazards	N
Electrical Hazards	O
Fire Hazards	N
Explosives	N
Communicable Diseases	R
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	S
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop	X	Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.