



Title: Maintenance Superintendent-Wayside

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to oversee light rail wayside activities by supervising tasks in many of the following areas: signal maintenance (grade crossing protection), track maintenance (switch maintenance), traction power maintenance (including substations and electrical distribution system), supervisory/administrative, project development, oversight and management, department administration, information tracking and reporting, field safety and accident investigation, and mediating highly conflicting, unexpected, and unusual problems involving multiple groups.

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 Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	L	Oversees equipment maintenance by directing activities to ensure compliance with local, state and federal regulations, vehicle and equipment manufacturer warranties, and safety policy, coordinating and managing operations with departments, contractors and vendors, monitoring equipment for failures and developing trend analyses, responding to customer complaints and taking corrective actions, analyzing data, compiling service standards, monitoring trends, reviewing and preparing reports and other statistical data, monitoring design criteria, manufacturing processes, testing, and integration of new equipment into operations, assigning maintenance tasks and ensuring staff availability, reviewing work orders, reviewing and interpreting written communications and providing necessary feedback, and creating, reviewing, and providing written documentation for preventive maintenance.	20%
2	L	Supervises employees by assigning schedules, investigating and resolving labor relations issues in accordance with established procedures and the labor contract, conducting annual performance evaluations and providing verbal and/or written direction or feedback, developing professional and personal goals and/or objectives, ensuring compliance with the collective bargaining agreement, conducting investigative interviews, responding to	20%



		grievances, managing the maintenance technical training programs, and coordinating personnel functions.	
3	L	Develops and manages projects by forecasting requirements and developing programs to upgrade and/or support equipment, developing capital project cost estimates, developing justifications and scopes of work for contract technical specifications, administering projects, and forecasting and implementing plans to support new, changing, or expanded operations, including personnel, equipment, facility, and training.	20%
4	L	Administers the department by reviewing, distributing, implementing, and coordinating general office and technical correspondence, writing and/or modifying, implementing, and complying with District, light rail and maintenance standard operating procedures, policies, notices, and operating bulletins, writing formal and informal business correspondence, creating, reviewing, and authorizing paperless requisitions, and managing operating and capital budgets.	20%
5	L	Tracks and reports information by analyzing and interpreting repair orders, preventive maintenance, and service interruptions and researching and writing preventive maintenance programs and operating procedures.	10%
6	L	Coordinates field safety by facilitating and conducting training programs and safety meetings, identifying and correcting safety discrepancies with appropriate departments and personnel, performing random inspections to ensure the District is in compliance with CPUC and OSHA rules and regulations, and attending regular joint labor/management safety committee meetings.	10%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two (2) year associate's degree, diploma or equivalent from a an accredited college, technical, business, vocational, or correspondence school in the Railroad Signaling, Electrical and/or Mechanical fields 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 five (5) years of experience in public transportation, with three (3) years of experience in a road signal or track maintenance environment and two (2) years of supervisory experience.



Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.
Human Collaboration Skills	Recommendations regarding policy development and implementation are made and/or recommended. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Freedom to Act	The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
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	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. 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	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. 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 A driver's license.

KNOWLEDGE
<ul style="list-style-type: none"> • Signal, grade crossing, track, and traction power equipment maintenance and management processes, practices, procedures, and implementation techniques. • Complex technical data pertaining to the operation, maintenance, and repair of electrical, electronic, and mechanical components. • Leadership and supervisory principles, motivational and mediation techniques. • Collective bargaining and labor agreements. • Principles of project management, project estimating and forecasting. • Principles of effective writing, and effective interpersonal skills and abilities.



- Methods and techniques of diagnosing and repairing electric motors and electrical and mechanical components.
- Department of Motor Vehicles and OSHA rules and regulations.
- Principles of preventive maintenance and cost controls.
- Labor rates, parts cost and industry standards.
- Hazardous wastes generators rules and regulations.
- C.P.U.C. General Orders.
- FRA Regulations.
- Elements of Railway Signaling.
- Basic and advanced railroad engineering with the ability to review and read engineering schematics and reports.

- | SKILLS |
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| <ul style="list-style-type: none">• Advanced word processing, spreadsheet, presentation and database software.• Specialized software related to functional area |

- | ABILITIES |
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| <ul style="list-style-type: none">• Analyze data to determine trends and prepare reports.• Implement effective preventative maintenance practices and procedures.• Direct the activities of personnel.• Align personnel resources in a changing and dynamic operation.• Analyze trends, forecast future requirements, and implement plans to meet goals and objectives.• Address complex technical correspondence in a clear, concise, and manner.• Read, write, analyze and evaluate complex technical data and administrative correspondence.• Plan for expanded service or new equipment.• Prioritize work, schedules and activities.• Ensure compliance with policies, rules, and regulations.• Ensure that all hazardous waste is properly labeled and disposed of within the guidelines of local, state, and federal regulations.• Ensure required parts are stocked to complete projects in a cost effective and timely manner.• Comply with the random drug testing provisions for safety-sensitive classifications as required by the Department of Transportation (49 CFR, Part 655). |



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	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	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

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	O	Observing work site
Sitting	F	Desk work
Walking	O	Around work site
Lifting	R	Equipment
Carrying	R	Equipment
Pushing/Pulling	R	Tables and chairs
Reaching	O	For files
Handling	O	Paperwork
Fine Dexterity	F	Computer keyboard
Kneeling	R	Retrieving items from lower shelves/ground
Crouching	R	Retrieving items from lower shelves/ground
Crawling	N	
Bending	R	Retrieving items from lower shelves/ground
Twisting	O	From computer to telephone
Climbing	O	Stairs
Balancing	N	
Vision	F	Reading, computer screen
Hearing	F	Communicating via telephone/radio; to co-workers/public
Talking	F	Communicating via telephone/radio; to co-workers/public
Foot Controls	O	Driving
Other (specified if applicable)		None

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Truck, mobile phone, 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	R
Electrical Hazards	F
Fire Hazards	R
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

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

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Safety vest, hard hat

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	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	N/A

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		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.