Title: Maintenance Supervisor-Light Rail

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to supervise the operation, maintenance and repair of electrified transit systems and rail transit signaling systems. This is accomplished by scheduling and assigning personnel, issuing instructions, reviewing and monitoring progress, training personnel, resolving labor relations issues, applying all policies and procedures, reading and interpreting schematics and technical manuals, applying current labor contract documentation, diagnosing, repairing, and overhauling complex equipment, vehicle bodies, and electrical and mechanical systems, and enforcing safety rules and regulations. Other duties include managing the paint and body shop, gas and propane shop, reviewing and updating documentation, including training material, maintenance manuals, and electrical schematics, maintaining equipment, investigating damages to District vehicles and coordinating repairs, maintaining portable test units, analyzing new vehicle acquisitions, managing inventory of tools and equipment, performing monthly safety inspections, assisting in the preparation of the budget, conducting safety meetings, and providing transit-related information to the public.

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	L	Monitors and evaluates work assignments by communicating with staff, providing deadlines, ensuring work methodologies are appropriate, ensuring subordinates receive training to complete assigned tasks in accordance with specifications and regulations, monitoring work progress and assigning additional resources as needed, inspecting completed tasks, maintaining equipment maintenance records, supervising personnel, and monitoring equipment performance for reliability.	35%

2	L	Maintains assignment records and coordinates reports by evaluating completed repair orders, assigning repair codes, developing and maintaining records of repair history and effectiveness, evaluating data to determine trends in equipment failures and repairs, preparing a variety of reports such as road calls, equipment performance indicators, project status, accident investigation, vandalism, and technical analysis of mechanical, electronic, electrical, and software issues, generating work plans, collecting and reporting project data, developing plans for equipment and personnel allocation, reviewing contracts, technical documents, and specifications, overseeing projects for quality and compliance to specifications, and coordinating with vendors and contractors on assigned projects.	35%
3	L	Participates in the technical analysis of new equipment and repair techniques by evaluating needs and requirements, investigating and evaluating alternative solutions for effectiveness and cost reduction, and making recommendations to management.	10%
4	M	Assists in solving complex repairs by providing assistance based on technical knowledge and experience, providing resources such as schematics, technical manuals, special tools, and equipment, evaluating repair efforts and providing feedback, alternatives, and/or solutions, contacting other regional transit departments for additional technical information or assistance as needed, and contacting outside vendors and contractors for additional technical information or assistance.	10%
5	L	Supervises the investigation of accidents by reviewing incidents involving personnel, shop equipment, non-revenue vehicles, light rail vehicles, and/or equipment, evaluating damage to equipment, determining repair techniques, parts, and time required, preparing equipment damage reports, investigating the cause of the accident, making recommendations to prevent similar accidents in the future, and participating in accident investigation committees as required, preparing accident, first aid, safety and/or worker's compensation reports as required.	10%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	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 an accredited college, technical, business, vocational, or correspondence school in Electronic or Electrical Technology or a related field. 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.
Experience	A minimum of five (5) years of journey level mechanic experience in troubleshooting, repair, and maintenance of complex electrical vehicles, machinery and/or related equipment. One (1) year of lead or supervisory experience is preferred.
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	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
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	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 limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/project level budget and expenditures.
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, with Passenger and Airbrake endorsements, Light Rail Vehicle (LRV) Operator's license, Environmental Protection Agency (EPA) Section 608 and Fork Lift.

KNOWLEDGE

- Principles of supervision, training, motivation, and counseling.
- Diagnosis, repair, and maintenance of complex electronic equipment, and electrical and mechanical systems.
- Safety rules and regulations and first aid practices.
- Principles of preventive maintenance and cost control.
- Mechanical tools and specialized equipment/machinery used in the repair and maintenance of Light Rail Vehicles, Fare Vending Machines and miscellaneous shop/support equipment.
- Knowledge of high voltage shop and equipment safety practices.

SKILLS

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

ABILITIES

- Learn District policies and procedures.
- Perform physical job demands, including governmental regulations.
- Supervise, train, motivate personnel and coordinate work activities.
- Use special tools, equipment, and instruments for maintenance operations.
- Maintain vehicle records.
- Analyze and resolve complex maintenance and repair problems.
- Prioritize work orders and effectively schedule personnel.
- Read, interpret, and apply service and repair manuals/ complex electrical schematics, government codes and regulations, and labor contracts.
- Write detailed reports, business correspondence, and procedure manuals.
- Use independent judgment and initiative in developing solutions to problems.
- Instruct or train subordinate workers.
- Analyze and resolve disciplinary/grievance issues.
- Communicate effectively in oral and written form, and effectively interact with

various levels of District employees and outside representatives.

- Satisfactorily complete LRV training program, depending on position assignment.
- Obtain and maintain Light Rail rule book and main line Certification;
- Obtain and maintain Blood borne Pathogens Certification.
- 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 **X**	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	Frequently	Occasionally	Rarely	Never
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	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	F	Observing work site; observing work duties; communicating with co-workers
Sitting	F	Desk work; meetings; driving
Walking	F	To other departments/offices; around work site
Lifting	O	Supplies; equipment; files
Carrying	O	Supplies; equipment; files
Pushing/Pulling	F	File drawers; equipment; tables and chairs
Reaching	F	For supplies; for files
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard; telephone keypad; calculator; calibrating equipment
Kneeling	O	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	R	Under equipment
Bending	O	Filing in lower drawers; retrieving items from lower shelves/ground; making repairs
Twisting	F	From computer to telephone; getting inside vehicle
Climbing	O	Stairs; ladders; step stools; onto equipment
Balancing	O	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)		None

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Multi meters, scope meters, precision ohm meters, chart recorders, Wheatstone bridges, finger gauges, forklifts, wheel truing machine, in-floor and portable LRV jacking systems, re-railing equipment, grinders, belt sanders, drill press, lathe, band saw, hydraulic presses, sheet metal brake and computer and

associated hardware and software.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never

-Health and Safety Factors-	
Mechanical Hazards	O
Chemical Hazards	O
Electrical Hazards	O
Fire Hazards	R
Explosives	R
Communicable Diseases	O
Physical Danger or Abuse	O
Other (see 1 below)	N

(1) N/A

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

PROTECTIVE EQUIPMENT REQUIRED:

Eye protection, hearing protection, respiratory protection, fall protection, gloves

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

-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/A

(2) N/A

PRIMARY WORK LOCATION:

Office Environment		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.