



Title: Maintenance Superintendent-Light Rail

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to direct all activities of the light rail vehicle maintenance department in the repair and maintenance of the vehicle fleet and fare vending machines. This is accomplished by establishing goals and performance objectives for equipment availability and reliability, monitoring trends, establishing benchmarks, implementing modifications and improvements, ensuring compliance with all federal, state, local and District requirements, allocating resources, establishing policies and procedures, directing actions for all personnel, administering collective bargaining agreements, and managing budgets. Other duties include participating in new equipment design, developing expansion staffing and operating plans, coordinating activities internally with outside vendors and contractors, and managing and participating in configuration control programs.

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	Supervises staff by establishing and monitoring program and project objectives, developing and implementing processes and procedures, reviewing performance, completing required status change and timekeeping documents, implementing and monitoring training, coordinating efforts with internal departments, administering required programs, managing budgets, compiling and reporting data, resolving labor issues, representing the District in contract negotiations; supervising the hiring process, developing goals and objectives, and implementing team building processes.	35%
2	S	Maintains vehicles and equipment by scheduling personnel, facilities and training, ensuring completing of all maintenance, monitoring trends, analyzing data, ensuring compliance with all regulations and manufacturers' processes, evaluating equipment performance, recommending and completing upgrades and modifications, monitoring work flow, monitoring expenditures, coordinating maintenance with departments, monitoring equipment failures, establishing and monitoring service standards, and developing short and long range plans.	35%



3	S	Completes related administrative tasks by reviewing and analyzing data and statistics, addressing labor relations issues, coordinating and managing the budget process, addressing and resolving labor relations issues, monitoring training and safety, participating in the collective bargaining process, developing and presenting information, writing papers, memos and other correspondence, and investigating accidents and promoting safety.	30%
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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 experience in public transportation, with three (3) years of experience in a rail 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, with Passenger and Airbrake endorsements and a Light Rail Vehicle (LRV) Operator’s license.

KNOWLEDGE
<ul style="list-style-type: none"> • Vehicle and equipment maintenance and management processes, practices, procedures, repair and implementation techniques. • Complex technical data pertaining to the operation, maintenance, and repair of electrical, electronic, and mechanical components. • Effective time management principles and techniques. • Leadership and supervisory principles, motivational and mediation techniques. • Collective bargaining and labor agreements. • State and federal rules and regulations pertaining to personnel rights. • Principles of project management. • Effective interpersonal skills and abilities. • Project estimating and forecasting. • Warranty contract provisions of light rail vehicles and fare vending equipment. • Department of motor vehicles rules and regulations. • California OSHA rules and regulations. • Hazardous wastes generators rules and regulations. • Emergency shutdown procedures.



SKILLS
<ul style="list-style-type: none">• Vehicle and equipment maintenance.• Supervision and administration.• Project development, oversight, and management.• Information tracking and reporting.• Field safety and accident investigation.• Advanced word processing, spreadsheet, presentation and database software.• Specialized software related to functional area.

ABILITIES
<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.• 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.• Interpret manuals and schematics.• Ensure that all hazardous waste is properly labeled and disposed of within the guidelines of local, state, and federal regulations.• Ensure all subordinates follow the correct procedures during emergency shutdowns.• 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	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	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	F	Making presentations, 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	R	Supplies, equipment, files
Pushing/Pulling	O	File drawers, tables and chairs
Reaching	O	For supplies, for files
Handling	F	Paperwork
Fine Dexterity	O	Computer keyboard, telephone keypad, calculator
Kneeling	R	Filing in lower drawers, retrieving items from lower shelves/ground
Crouching	R	Retrieving items from lower shelves/ground
Crawling	R	Under equipment
Bending	R	Filing in lower drawers, retrieving items from lower shelves/ground
Twisting	O	From computer to telephone, getting inside vehicle
Climbing	F	Stairs, step stools, onto equipment
Balancing	O	On equipment, on step stools
Vision	C	Reading, computer screen, driving, observing work site
Hearing	F	Communicating via telephone/radio, to co-workers/public; listening to equipment
Talking	F	Communicating via telephone/radio, to co-workers/public
Foot Controls	R	Driving
Other (specified if applicable)		None

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computer, diagnostic software, specialized shop equipment and tools, radios, 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	O
Electrical Hazards	O
Fire Hazards	R
Explosives	R
Communicable Diseases	O
Physical Danger or Abuse	R
Other (see 1 below)	F

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

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Eye and hearing protection

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	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
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.