



Title: Maintenance Supervisor-Wayside

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: The purpose of this position is to supervise and coordinate all maintenance activities and personnel in the installation, repair, testing, and calibration of a wide range of signals, traction power substations, electrical distribution, and track systems. This is accomplished by interacting with internal and external contacts, coordinating and/or conducting training programs and safety meetings, assisting in the development or revision of department policies and procedures, monitoring the department budget, and maintaining an inventory of repair parts and equipment. Other duties include assigning personnel to provide emergency service, maintaining current knowledge of laws and regulations regarding maintenance operations, and supervising investigations of accidents to determine the cause and extent of damage to any segment of the maintenance systems.

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	S	Oversees power, signal, and track maintenance of tracks, roadbeds, substations, signals, and overhead traction power, maintaining track structures and systems, maintaining signal systems and train controls, crossing guards, and signal interfaces, maintaining high voltage traction power systems and substations, overhead centenary systems, contact wires, messengers, insulations, hangers, underground electrical systems, signal cables, and vaults, maintaining access roads, drainage systems, and weed abatements, and planning and scheduling underground service alerts and District-wide power outages.	50%
2	S	Provides departmental oversight by coordinating work activities and coverage for each shift, enforcing departmental policies and procedures, establishing and maintaining goals and objectives, assigning scheduled and unscheduled maintenance, addressing labor-relations issues, completing employee evaluations, coordinating work assignments, developing and implementing training programs, maintaining and scheduling recertification programs, conducting assessments through periodic observation, evaluating new equipment and repair techniques, and procuring parts and materials as required.	30%



3	S	Supports engineering and construction projects by maintaining internal and external contacts with city, county, state, federal, utility, and railroad representatives, inspecting and certifying completed work to verify conformance to technical specifications and regulations, reviewing system and civil design submittals, identifying problems and recommending solutions during capital construction projects, and performing assigned special projects/campaigns.	20%
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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 journey level experience in the construction, maintenance or repair of track, signal or traction power. 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	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	Advanced - Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. 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 and Fork Lift..

KNOWLEDGE
<ul style="list-style-type: none"> • Principles of supervision, training, motivation, and counseling. • Safety rules and regulations and first aid. • Principles of preventive maintenance and cost control. • Principles of construction, operation, maintenance of electrified transit systems, and rail transit signaling. • CPUC General Orders, FRA rules and regulations, NEC codes, AREMA standards. • State of California High Voltage safety Orders • Principles of construction, operation, testing, calibration and maintenance of electrified transit systems, overhead line, underground, rectification and power distribution. • Principles of construction, operation, testing, calibration and maintenance of train signaling methods, logic and controls. • Principles of construction, operation and maintenance of track, special track work and bridges. • State, County and City regulations and ordinances regarding permits, clearances, road and lane closures, chemical use, arbor care. • Underground Service Alert Regulations • Labor agreements.

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



ABILITIES

- Learn District policies and procedures.
- Supervise, train, and motivate personnel.
- Coordinate work activities.
- Analyze and resolve complex maintenance and repair problems.
- Prioritize work orders.
- Read, interpret manuals/schematics.
- Write detailed reports.
- Use independent judgment.
- Analyze and resolve disciplinary/grievance issues.
- Maintain the following certifications: Federal Railroad Administration Certified Signal Inspector, High Voltage Qualified Electrical Worker, Federal Railroad Administration Certified Track Inspectors.
- 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 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	F	Making presentations; observing work site; observing work duties; communicating with co-workers
Sitting	O	Desk work; meetings; driving
Walking	F	To other departments/offices; around work site
Lifting	R	Supplies; equipment; files
Carrying	R	Supplies; equipment; files
Pushing/Pulling	R	File drawers; equipment; tables and chairs; hoses
Reaching	O	For supplies; for files
Handling	O	Paperwork; monies
Fine Dexterity	O	Computer keyboard; telephone keypad; calculator; calibrating equipment
Kneeling	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	R	Under equipment; inside attics/pipes/ditches
Bending	R	Filing in lower drawers; retrieving items from lower shelves/ground; making repairs
Twisting	F	From computer to telephone; getting inside vehicle
Climbing	F	Stairs; ladders; step tools; onto equipment
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	F	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:

Electrical test equipment, cell phone, work truck, bucket truck, line truck, boom truck, backhoe, tractor, speed swing, dump truck, flatbed, regulator, tamper, hi-rail equipment, hand tools, calibration equipment, radio communication equipment, diagnostic tools, video surveillance equipment, and 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	F
Chemical Hazards	O
Electrical Hazards	C
Fire Hazards	C
Explosives	C
Communicable Diseases	R
Physical Danger or Abuse	R
Other (see 1 below)	N

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

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: Protective clothing, footwear, eyewear, gloves, safety vest, hard hat, ear 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	F
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		Vehicle	
Warehouse		Outdoors	X
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.