



**Title: Vice President, Maintenance**

FLSA Status: Exempt

**BRIEF DESCRIPTION:**

The Vice President, Maintenance, working collaboratively with the Vice President, Operations, is responsible for all maintenance activities required in support of Sacramento Regional Transit’s transit services. This includes all revenue vehicle maintenance (bus and light rail), all rail wayside maintenance, all support vehicles, and facilities. This position will assure that all assets are maintained in a reliable and safe condition, revenue vehicles are available to meet service demands, vehicles and facilities are kept clean, and that fleet and facility replacement plans are kept up to date and implemented consistent with available funding. This position will assure that maintenance functions are staffed appropriately and for all maintenance staff training. This position will advance the transition to new technologies in support of changing service demands. Examples include the transition to low floor light rail vehicles, zero emission vehicle technology, and autonomous vehicles. The incumbent collaborates with other Executive Management Team members to ensure a commitment to continuous improvement of transit service delivery and strategic system development. The incumbent is expected to act as a top level advisor to the General Manager/CEO and the District’s governing board.

**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
1	S	Maintains executive level operational oversight of the SacRT’s and Light Rail Maintenance System, including day-to-day maintenance responsibilities, and critical business and support functions. Develops and implements strategic business plans focusing on bus, light rail and facilities maintenance needs. Directs the development of maintenance programs for all bus and rail vehicles, facilities and equipment to achieve the goals of a safe, clean and reliable public transit system for the Sacramento Region. Works in cooperation with other Maintenance staff to provide seamless, high quality service to SacRT customers. Collaborates in the development and implementation of District-wide and departmental goals, critical business outcomes, key performance indicators, policies, procedures, and plans. Performs field reviews of the District’s maintenance operations. Establishes regular reviews and monitors key performance indicators for each maintenance function. Provides executive level direction on all activities, policies, and procedures pertaining to maintenance; and ensures that all



		programs are appropriately budgeted, planned, organized and staffed to meet SacRT's business goals and objectives. Participates in executive staff meetings. Conducts grievance hearings. Reviews rules, policies and procedures for accuracy and consistency.
2	S	Evaluates and recommends ways to ensure quality and cost-effective performance focused on safety and positive customer experience. Reviews monthly budget reports from each maintenance department. Monitors capital spending for projects within the maintenance division. Reviews annual budget proposals from each maintenance department. Develops annual budgets, departmental goals, performance indicators and implements necessary changes to ensure continuous improvement. Develops and executes programs to improve service quality, reduce costs increase employees productivity, and increase revenue and ridership. Develops and presents written and oral reports and analyses on a wide variety of complex transit service issues.
3	S	Receives and reviews material from equipment manufacturers regarding new technology. Evaluates technology from other manufacturers and transit operators. Participates in APTA forums on transit maintenance and technology specifications. Provides executive level direction and oversight for the development of rail, bus and community bus services maintenance programs, vehicle requirements and maintenance requirements. Reviews specification language with operations, procurement, and engineering staff and provides technical direction. Supervises the work of the Director, Bus Maintenance, and the Director, Light Rail Maintenance, to achieve the goals of a safe, clean and reliable public transit system in the Sacramento Region.
4	S	Serves as member of various teams and committees. Represents the Executive Management Team in a variety of capacities as assigned. Formulates policies, procedures, and practices for the assigned functional areas and makes recommendations to Executive Management Team, General Manager, and Board of Directors. Represents the District at national, state and local conferences. Consults with other government agencies, the business community, and private organizations to explore new ideas and resolve issues. Develops and maintains cooperative working relationships with labor groups and monitors and assures the consistent application of negotiated labor provisions. Works with regulatory agencies to assure that all maintenance is done in conformance with all Federal, State and Local regulatory requirements. Establishes and maintains an effective system of communications throughout the organization; and performs related duties as assigned.



**JOB REQUIREMENTS:**

<b>-Description of Minimum Job Requirements-</b>	
Formal Education	<p>Four (4) years of college resulting in a Bachelor’s degree or equivalent from an accredited college or university.</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	<p>Must have 10 years of progressively responsible, supervisory or management experience, in a bus, light rail vehicle, road signal/ track, or facilities maintenance environment.</p>
Supervision	<p>Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.</p>
Human Collaboration Skills	<p>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.</p>
Freedom to Act	<p>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.</p>
Technical Skills	<p>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.</p>
Budget Responsibility	<p>Position has district wide fiscal responsibility. Assures that appropriate linkages exist between district-wide budget, funding limitations and service levels, to meet specific departmental and organizational goals. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. Prepares agency financial statements and budget reports.</p>
Reading	<p>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.</p>
Math	<p>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.</p>
Writing	<p>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.</p>
<b>Certification &amp; Other Requirements</b>	



<b>KNOWLEDGE</b>	
)	District policies, procedures, and functions.
)	Pertinent federal, state and local laws, regulations, codes and ordinances applicable to the functional areas.
)	Principles, policies and practices of transit management and administration.
)	Principles of team leadership, team building, supervision, motivation and conflict resolution.
)	Principles of collective bargaining agreements.
)	Program and budget development and implementation.
)	Governmental function, organization and relationships.
)	Public transit technology and information systems capabilities and issues.

<b>SKILLS</b>	
)	Modern office systems, including word processing, spreadsheet, and database software.
)	Specialized software related to functional area.

<b>ABILITIES</b>	
)	Plan, organize, direct, coordinate and supervise work and staff engaged in the assigned functional areas.
)	Prepare and administer complex budgets.
)	Gather, assemble, analyze and evaluate facts evidence, data and other information in order to draw reasonable and fair conclusions and make sound decisions.
)	Interpret and apply laws, rules, regulations and legal precedents impacting the assigned area.
)	Negotiate equitable settlements and solutions for grievances and other labor disputes, risk claims against the District and other settlements.
)	Serve as an advisor to the General Manager/CEO and Board of Directors.
)	Make effective oral presentations to a variety of audiences
)	Analyze and resolve a variety of complex organizational, staffing, space needs and other issues.
)	Maintain comprehensive records and reports.
)	Prepare clear and concise written and oral reports.
)	Learn District policies, procedures and practices.
)	Communicate clearly and effectively, both orally and in writing, District personnel, union representatives, and members of the public, using principles of excellent customer service.
)	Establish and maintain cooperative working relationships.

**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	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.



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**PHYSICAL DEMANDS:**

<b>C</b> Continuously 2/3 or more of the time.	<b>F</b> Frequently From 1/3 to 2/3 of the time.	<b>O</b> Occasionally Up to 1/3 of the time.	<b>R</b> Rarely Less than 1 hour per week.	<b>N</b> 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 duties, communicating with co-workers
Sitting	C	Desk work, meetings
Walking	F	To other departments/offices/office equipment, around work site
Lifting	R	Files, supplies, equipment
Carrying	R	Files, supplies, equipment
Pushing/Pulling	O	File drawers, tables and chairs
Reaching	O	For supplies, for files
Handling	O	Paperwork
Fine Dexterity	O	Computer keyboard, calculator, telephone pad
Kneeling	R	Filing in lower drawers, retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers
Crawling	N	
Bending	R	Filing in lower drawers, retrieving items from lower shelves/ground
Twisting	R	From computer to telephone
Climbing	O	
Balancing	R	
Vision	C	Reading, computer screen
Hearing	C	Communicating with co-workers and public and on telephone
Talking	C	Communicating with co-workers and public and on telephone
Foot Controls	R	
Other (specified if applicable)		

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Telephone, various office equipment, and computer and associated hardware and software.



**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
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:** None

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> 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	N
Other (see 2 below)	N

(2) N/A

**PRIMARY WORK LOCATION:**

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



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.

## **CLASS HISTORY**

Adopted: 12/2018

Revised:

Title Change:

Maintenance

Update:

Abolished:

Job Key: 60006477