



ASSISTANT SUPERINTENDENT OF POWER AND MECHANICAL MAINTENANCE

JC: 000061
PB: 9
FLSA: Exempt

BU: 95 (NR)
Created: January 2012
Revised: June 2019

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under direction, manages and administers the operations and activities of the District's Power and Mechanical Maintenance Division of the Maintenance and Engineering Department including the installation, maintenance, and repair of wayside and right-of-way mechanical, electro-mechanical, power, and electrical systems; coordinates assigned activities with other divisions, departments and outside agencies; provides highly complex support to the Superintendent of Power and Mechanical; performs related duties as assigned.

CLASS CHARACTERISTICS

This supervisor/managerial classification is responsible, through subordinate professionals, for the. Positions at this level are accountable for accomplishing division goals and objectives, following operating procedures and policies, technical decision making, budget administration and personnel management. This classification is distinguished from the Superintendent of Power and Mechanical Maintenance in the latter has overall management responsibility for the operations and activities of the District's Power and Mechanical Maintenance Division of the Maintenance and Engineering Department.

REPORTS TO

Superintendent of Power and Mechanical Maintenance or designee.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Manages and administers the operations and activities of the District's Power and Mechanical Maintenance Division of the Maintenance and Engineering Department including the installation, maintenance, and repair of wayside and right-of-way mechanical, electro-mechanical, power, and electrical systems including inspections, testing, maintenance and repair of all inspections, testing, maintenance and repair of all traction power equipment, electrical equipment, mechanical equipment, fire protection, and elevator/escalator equipment.
2. Assists in the management, development, and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.

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3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Investigates accidents and unusual occurrences; determines cause; develops and implements resolutions or corrective actions
5. Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems
6. Plans, directs, reviews and evaluates the inspection, testing, maintenance and repair of subways, tunnels, bridges, embankments, wayside and related fire protection equipment; buildings and facilities repair; painting and plumbing; and files related documentation.
7. Directs and participates in the analyses of highly complex and technical Power and Mechanical Maintenance problems; develops and implements effective and efficient solutions; prepares and submits related reports.
8. Monitors and manages the elevator and escalator daily operation. Lead and support the section managers and foreman in achieving the goals of the department.
9. Participates in the monitoring of safety and technical training programs for assigned District staff; ensures that all training is effective and accurate.
10. Researches and develops specifications, solutions and systems or equipment upgrades for electrical, mechanical, systems and equipment; develops specifications for contract services.
11. Participates the management of assigned maintenance and supply contract services; ensures that contractors fulfill contractual obligations.
12. Participates in technical upgrades and developments related to track and structures maintenance; advises Superintendent Power and Mechanical Maintenance as appropriate.
13. Monitors developments and legislation related to assigned area of responsibility; evaluates impact upon district operations; recommends and implements equipment, practice and procedural improvements.
14. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
15. Participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
16. Serves as the liaison for the Power and Mechanical Maintenance Division with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.

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17. Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
18. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to Power and Mechanical maintenance programs, policies and procedures as appropriate.
19. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of Power and Mechanical Maintenance.
20. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a comprehensive Power and Mechanical Maintenance program for a rail transit system for a large metropolitan area
- Principles and practices of inspecting, testing, maintaining and repairing traction power, electrical, mechanical, fire protection, and elevator/escalator systems
- Methods, techniques, materials and equipment used in Power and Mechanical repair and maintenance
- Principles and practices of industrial safety policies and procedures
- Principles and practices of power and mechanical protection and operating policies and procedures
- Technology and equipment related to Power and Mechanical maintenance
- Related Federal, State and local laws, codes and regulations.

Skill in:

- Overseeing and participating in the management of a comprehensive Power and Mechanical maintenance program including traction power, electrical equipment, mechanical equipment, and elevator / escalator equipment
- Selecting, supervising, training and evaluating staff
- Participating in the development and administration of division goals, objectives and procedures
- Preparing and administering large program budgets
- Preparing clear and concise administrative and financial reports
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals
- Researching, analyzing and evaluating new service delivery methods and techniques
- Directing and participating in the inspecting, testing, maintaining and repairing of traction power, electrical, mechanical, fire protection, and elevator/escalator equipment
- Reading and interpreting technical manuals, diagrams, drawings and blueprints
- Developing and implementing safety training programs
- Analyzing Power and Mechanical maintenance and inspection problems
- Interpreting contracts and ensuring that contractors fulfill obligations
- Interpreting and applying Federal, State and local policies, laws and regulations
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in Engineering, Mechanical Maintenance or a related field from an accredited college or university.

Experience:

Five (5) years of (full-time) professional verifiable experience in traction power or related experience which must include at least two (2) years of management experience.

Other Requirements:

Must be available for on-call responsibility 24 hours, 7 day per week for way and facility related problems.

Substitution:

Additional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; field environment; construction site environment; exposure to heat, cold, moving vehicle, electrical energy and inclement weather conditions.

Physical Conditions:

May require maintaining physical condition necessary for walking, standing or sitting prolonged periods of time. Must possess sufficient mobility to perform field inspections and investigations.

BART EEO-1 Job Group: 0500 – Executives/Managers
Census Code: 0430 – Miscellaneous Managers
Safety Sensitive: No