



CHIEF MECHANICAL OFFICER

JC: MF805

PB: 13

FLSA: Exempt

BU: 95 (NR)

Created: May 2002

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 general direction, manages, through subordinate managers and supervisors, all activities and operations of the Rolling Stock and Shops Department including comprehensive rail vehicle fleet and component maintenance, vehicle engineering, administration quality assurance and new vehicle procurement including the maintenance control, quality assurance and warranty administration of revenue vehicles; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the Assistant General Manager, Operations; performs related duties as assigned.

CLASS CHARACTERISTICS

This is a chief officer level classification is responsible for providing direction and managing the maintenance control, quality assurance and warranty administration of revenue vehicles within the Rolling Stock and Shops Department. Positions at this level provide direction to line operations for staff and contractors who are responsible for the delivery of services and ensure implementation of programs, policies and standard operating procedures to improve service quality, review and provide management oversight of the performance of the functional areas within the various departments. This classification is distinguished from Assistant General Manager, Operations in the latter assumes overall responsibility for the strategic direction, operations and activities of the Transportation, Maintenance and Engineering, and Rolling, Stock and Shops Departments.

REPORTS TO:

Assistant General Manager, Operations or designee.

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

1. Plans, directs, manages and oversees all operations and activities of the Rolling Stock and Shops Department related to the maintenance control, quality assurance and warranty administration of revenue vehicles; recommends and administers policies and procedures.
2. Manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.

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3. Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Plans, directs and coordinates, through subordinate level staff, the Rolling Stock and Shops Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
5. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
6. Oversees revenue vehicle cleaning programs and maintenance programs; ensures quality assurance and proper cleaning of vehicles for patron use.
7. Conducts or directs analytical studies of revenue vehicle maintenance; develops and reviews reports of findings, alternatives and recommendations.
8. Directs, monitors and participates in the preparation of a variety of periodic and special reports including daily failure and production rates.
9. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
10. Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
11. Explains, justifies and defends departmental programs, policies and activities; negotiates and resolves sensitive and controversial issues.
12. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
13. Represents the Rolling Stock and Shops Department to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
14. Provides staff assistance to the Assistant General Manager, Operations; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
15. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of rolling stock vehicle maintenance, repair and warranty administration.

QUALIFICATIONS

Knowledge of:

- Operations and activity of a comprehensive rail transit vehicle maintenance repair quality assurance and warranty administration program

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- Principles and practices of warranty administration and quality assurance
- Operation, design and maintenance characteristics of fixed rail transit vehicles and components
- Principles and practices of policy development and administration
- Methods and techniques of maintenance, repair, modification, servicing and cleaning of revenue vehicles
- Operational characteristics and design of fixed rail revenue vehicles
- Occupational hazards and standard safety practices
- Principles and practices of budget preparation and administration
- Principles of supervision, training and performance evaluation
- Related Federal, State and local laws, codes and regulations

Skill in:

- Managing a comprehensive rail transit vehicle maintenance, quality assurance and warranty administration program for vehicles
- Developing and administering departmental goals, objectives and procedures
- Analyzing and assessing policies and operational needs and making appropriate adjustments
- Identifying and responding to sensitive community and organizational issues, concerns and needs
- Preparing and analyzing rail transit vehicle maintenance guidelines
- Analyzing complex safety problems, evaluating alternatives and making sound recommendations
- Delegating authority and responsibility
- Selecting, supervising, training and evaluating staff
- Researching, analyzing and evaluating new service delivery methods and techniques
- Overseeing warranty administration of revenue vehicles
- Overseeing quality assurance of revenue vehicle maintenance
- Preparing clear and concise administrative and financial reports
- Preparing and administering large and complex budgets
- Interpreting and applying applicable 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 Business Administration, Engineering or a related field from an accredited college or university.

Experience:

7 years of (full-time) professional verifiable experience in transit maintenance and repair of fixed rail vehicles or related experience which must have included at least two (2) years of management and administrative responsibility.

Substitution:

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

WORKING CONDITIONS

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Environmental Conditions:

Office environment; exposure to computer screens; shop environment; exposure to heat and cold and moving vehicles.

Environmental Conditions:

Physical Conditions:

May require maintaining physical condition necessary for sitting or standing for prolonged periods of time.

BART EEO-1 Job Group: 0500 – Executives/Managers
Census Code: 0160 – Transportation Managers
Safety Sensitive: No