



## GROUP MANAGER, ROLLING STOCK AND SHOPS

**JC:** MF807  
**PB:** 11  
**FLSA:** Exempt

**BU:** 95 (NR)  
**Created:** July 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, plans, directs, manages and oversees the activities and operations related to component, mechanical, and heavy/overhaul repair and maintenance of revenue vehicles for the District's Rolling Stock and Shops including electronic, electro-mechanical and truck components, vehicle level modification and overhaul programs; provides highly responsible and complex administrative support to the Chief Mechanical Officer; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This Deputy Director level classification is responsible for performing administration of a department under the direction of the Director or Executive category. Classifications in this category assist in guiding the development, preparation, and maintenance of the department's policies, may lead collaborative efforts with other internal departments to develop continuous process improvements, or manage consulting contracts and task orders, and monitor and evaluate staff performance and provide feedback, coaching, and/or positive recognition for department personnel and decision-making may have significant, long-term impact on the organization. This classification is distinguished from the Chief Mechanical Officer in that the latter has overall responsibility for managing and overseeing the activities and operations of the Rolling Stock and Shops Department including maintenance control, quality assurance and warranty administration of revenue vehicles.

### **REPORTS TO**

Chief Mechanical Officer or designee.

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

1. Oversees the management and operation of Electro Mechanical Shop, Electronic shop and truck shop.
2. Monitors daily performance of shops to maximize reliability and availability of components for customers.

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3. Assumes full management responsibility for the maintenance planning and logistics, Hayward Maintenance Complex and/or service delivery Divisions including the development of new project scopes, contracts, budgets and schedules, recommends and administers policies and procedures.
4. Manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned division<sup>4</sup>. Develops program standards for project finance, administration and new project development.
5. Develops and administers project schedules, contracts, and work plans; develops work directives for professional consultant contracts; monitors and tracks contracts to ensure compliance with District policies, procedures, rules and regulations.
6. 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.
7. Plans, directs and coordinates, through subordinate level staff, the assigned Rolling Stock and Shops Group'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.
8. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
9. Oversees the administration of vehicle reliability, maintenance planning, and/or vehicle maintenance projects and major contract design and development projects; oversees and directs the work of consultant and contracted staff.
10. Monitors developments and legislation related to assigned areas of responsibility; evaluates impact upon District operations; recommends and implements policy and procedural improvements.
11. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
12. Represents the Rolling Stock and Shops Group to representatives of manufacturers, vendors, governmental agencies and professional and business organizations; coordinates assigned activities with those of other departments and outside agencies and organizations.
13. Provides responsible staff assistance to the Chief Mechanical Officer; participates on various District management committees; prepares and presents staff reports and other necessary correspondence.
14. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of systems development and engineering communications and electronics.
15. Represents the Rolling Stock and Shop Group to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operations, services and activities of a comprehensive revenue vehicle maintenance program
- Principles, practices, methods, materials, tools and equipment used in the preventive maintenance of fixed rail transit vehicles
- Planning, scheduling and customer needs
- Lean, root cause and analysis
- Best value and reliability
- Emergency response
- Principles and practices of transit vehicle maintenance program development and administration
- Principles and practices of project and contract management
- Principles and practices of policy development and administration
- Principles of supervision, training and performance evaluation
- Related Federal, State and local laws, codes and regulations

### **Skill/Ability in:**

- Managing a comprehensive revenue vehicle maintenance program and identifying shop deficiencies
- Developing and administering goals, objectives and procedures
- Analyzing and assessing policies and operational needs and making appropriate adjustments
- Planning, organizing, directing and coordinating the work of lower level staff
- Delegating authority and responsibility
- Selecting, supervising, training and evaluating staff
- Preparing clear and concise reports
- 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 closely related field from an accredited college or university.

### **Experience:**

Six (6) years of (full-time equivalent) professional verifiable experience in preventive maintenance, inspection, and repair of fixed rail transit vehicles which must have included at least two (2) years of management and administrative responsibility.

### **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:**

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

**Physical Conditions:**

Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; must be available 24 hours, 7 day per week on-call for revenue vehicle and shop problems.

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