



SECTION MANAGER, STRUCTURES INSPECTION AND MAINTENANCE

JC: MC726

PG: G

FLSA: Exempt

BU: 31 (AFSCME)

Created: March 2003

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

Manages, plans, organizes, inspects, supervises, and coordinates the surveillance, maintenance operation, testing and repair of all District structures and management of hazardous waste disposal and handling, including planning and scheduling work of subordinate staff; coordinates all assigned activities with other shifts, divisions, outside agencies and the general public; provides highly responsible and complex staff assistance to the Superintendent of Way and Facilities; and performs related duties as assigned.

CLASS CHARACTERISTICS

This first line supervisor/manager classification oversees operations relating to the surveillance, maintenance, operation, testing and repair of all District structures. The incumbent plans and schedules work of subordinate staff to most efficiently ensure the safe operating condition of District structures and related facilities and is accountable for participating in the accomplishment of departmental goals and objectives. This classification differs from the Superintendent of Way and Facilities in the latter is responsible for administering, through subordinate supervisory levels, on a multiple shift basis, the inspection, repair and maintenance of tracks, structures, fire services equipment and surveying building and facilities repair, and is accountable for departmental goals and objectives.

REPORTS TO

Superintendent of Way and Facilities or designee.

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

1. Oversees and coordinates the surveillance, maintenance, operation, testing and repair of all District structures and related facilities.
2. Manages storage handling and disposal of hazardous waste; purchases required tools, equipment, and materials necessary for work.
3. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.

Section Manager, Structures Inspection and Maintenance

Page 2

4. Directs, coordinates and reviews the work plan for assigned maintenance services and activities; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
5. Provides technical direction, scope cost estimates and schedule development for the operations of an efficient, comprehensive inspection and maintenance program for all District facilities.
6. Schedules cyclical integrity surveillance of District structures; analyzes structural equipment failures and prepares accurate written records and reports.
7. Provides support to other District departments in testing, troubleshooting problems and training of maintenance staff on existing and new equipment; provides support on consultant and contractor activities.
8. Selects, trains, motivates and evaluates maintenance personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
9. Provides staff assistance to the Superintendent of Way & Facilities; participates on a variety of committees; analyzes facts and relevant information, evaluates alternatives and makes effective recommendations; prepares, maintains databases, files and reports of the condition of the District's structures and related facilities and coordinates the information with others.
10. Obtains and maintains complete drawings and records of District's structures and related Facilities; researches work through contract drawings and plans, different codes and regulations.
11. Coordinates structural inspection and maintenance activities with those of other shifts, divisions and outside agencies and organizations; maintains inspection databases, updating all files and spreadsheets responsible for reporting hazardous waste.
12. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of structural inspection and maintenance.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a structural inspection and maintenance program
- Methods, materials, tools and equipment used in preventive maintenance, installation, primary repair and modification of bridges, tunnels and related structures
- Theories and applications of structural safety
- Procedures and equipment used in diagnosing and troubleshooting structural problems
- Methods and techniques of ordering and requisitioning parts, tools and supplies
- Storage, handling and disposal of hazardous waste
- Computer based software applications including spreadsheets, databases, word processors and computer aided design
- Planning and scheduling of different trades work to meet industry standards

Section Manager, Structures Inspection and Maintenance

Page 3

- Principles of supervision, training and performance evaluation
- Related Federal, State and local laws, codes and regulations

Skill/Ability in:

- Managing, supervising and coordinating structural inspection and maintenance services
- Scheduling cyclical integrity and surveillance of District structures
- Selecting, supervising, training and evaluating staff
- Reading and interpreting manuals, diagrams and schematics
- Preparing clear and concise reports
- Maintaining accurate records and logs
- Interpreting and explaining District structural maintenance policies and procedures
- Diagnosing and responding to different Department requests for support
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work including a variety of District and other government officials, community groups and the general public

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in civil or structural engineering or a closely related field from an accredited college or university.

Experience:

Four (4) years of (full-time equivalent) verifiable experience in structures maintenance, heavy construction or inspection of structures or bridges which must have included at least two (2) years of supervisory experience.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

Must be available to work emergency overtime and irregular shifts, days or hours.

Must have sufficient physical mobility to perform field inspections and investigations throughout the District in confined spaces, at heights and in boat.

Must possess skills in PC based computer software such as spreadsheets, databases, word processors and computer aided design (CAD).

Must have a thorough knowledge of the methods, materials, equipment and economics of bridge, tunnel and structure maintenance and repair.

Substitution:

Additional professional 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; travel from site to site; exposure to heat, cold, dust, grease, smoke, fumes, gases, electrical energy; work or inspect in confined spaces; work

Section Manager, Structures Inspection and Maintenance

Page 4

or inspect underground; work on elevated structures.

Physical Conditions:

Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; visual acuity for inspecting District facilities and structures.

BART EEO-1 Job Group: 1500 – Supervisors/Others
Census Code: 6200 – First Line Supervisor of Construction
Safety Sensitive: No