



SENIOR OPERATIONS SUPERVISOR LIAISON

JC: OC155
PB: G
FLSA: Non-Exempt

BU: 31 (AFSCME)
Created: December 2000
Revised: May 2018

*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

Supervises and coordinates daily operations and activities on assigned District extension or renovation construction projects; provides management direction and oversight of assigned construction activities; independently manages contracts and multidisciplinary personnel to accomplish common goals; coordinates assigned activities with other divisions, outside agencies and the general public; provides highly responsible and complex staff assistance to higher level management staff; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the advanced journey class in the Operations Supervisor series. Positions at this level possess a specialized technical or functional expertise within one area of assignment and supervise the work of Operations Supervisors.

REPORTS TO:

This position reports to Group Manager, Construction Services & Civil Engineering or his/her designee.

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

1. Coordinates the organization, staffing and operational activities to provide support to extension program and renovation construction operations; provides oversight of staff involved in extension programs; provides administrative and analytical support on projects and special assignments.
2. Oversees and participates in the development and implementation of goals, objectives, policies and priorities; recommends and implements resulting policies and procedures.

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3. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
4. Directs, coordinates, and reviews the work plan for assigned services and activities; assigns work activities and projects.
5. Monitors workflow; reviews and evaluates work products, methods and procedures; meets with staff to identify issues and resolve problems.
6. Coordinates labor relations matters; investigates rule violations; documents and applies disciplinary procedures.
7. Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; performs annual appraisals of Operations Supervisors.
8. Oversees and monitors station and train safety systems; conducts safety-monitoring duties for contractors and construction staff on District tracks and lines; manages impact of construction activities on public safety by analyzing potential impacts and relaying information to construction management team and contractors.
9. Attends contractor progress meetings; authorizes and approves construction progress via formal Site Specific Work Plans (SSWP) that allow construction activities to proceed; reviews current work in progress and future activities; ensures all safety issues are identified and resolved.
10. Oversees and coordinates construction walk-throughs with contractor staff; participates in identifying punch-list items; facilitates access for contractors to complete punch-list items; coordinates acceptance of station completion including furniture, telecommunications, systems operations and other equipment; performs final station cleanup and inspection prior to opening.
11. Prepares project documentation and reports including station manuals; researches items to be included; takes photographs; writes and assembles manuals.
12. Provides supervision during pre-revenue rail vehicle and equipment testing operations.
13. Conducts a variety of operational and administrative studies and special assignments; reports study results to management personnel.
14. Provides staff assistance to higher-level management staff.

15. Coordinates assigned support activities with those of other shifts, divisions, outside agencies and organizations.
16. Participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate.
17. Stays abreast of new trends and innovations in the field of transit operations.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a rail transportation system.

Transit system operational principles, rules, regulations, policies and procedures.

Construction contract specifications and documents.

Principles and practices of safety in transit system and facility construction operations.

Procedures and requirements for record keeping and reporting of incidents, emergencies, labor hours and related topics.

Current office procedures, methods and equipment including computers.

Techniques and methods of administrative analysis.

Principles of supervision, training and performance evaluation.

Principles of business letter writing and basic report preparation.

Occupational health and safety rules and regulations.

Related safety rules, regulations and guidelines.

Related Federal, State and local laws, codes and regulations.

Skill in:

Coordinating daily contractor operations.

Interpreting and explaining District's maintenance policies and procedures.

Selecting, supervising, training and evaluating staff.

Monitoring and enforcing safety rules, regulations and standards.

Operating radio communication equipment.

Learning and applying District safety and emergency policies and procedures.

Preparing clear and concise administrative, procedural, and operational reports, logs and records.

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.

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:

An Associate degree with major courses in transportation, business administration, engineering or a closely related field from an accredited college.

Experience:

Four (4) years of (full-time equivalent) verifiable transportation operations experience, at least two (2) years of which must have included supervisory or foreworker level experience.

Other Requirements:

Must be willing to work off-hour shifts, weekends and holidays, and be subject to overtime.

Must possess and maintain appropriate levels of District operating certifications including Roadway Worker and Safety Monitor Certifications.

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

Substitution:

Additional closely related work 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; field environment; or construction site environment; exposure to heat, cold, moving vehicles, electrical energy and inclement weather conditions.

Physical Conditions:

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

EEO-1 BART Job Group: 1000 – Supervisor/Transportation

Safety Sensitive Designation: Yes