



## SENIOR CENTRAL MAINTENANCE SUPERVISOR

FC: TC222  
PB: H  
FLSA: Non Exempt

PC: 890  
BU: 31 (AFSCME)  
Revised: June 2015

*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**

Provides highly technical support to the operation of the BART revenue vehicles; assists in the administration and coordination of the activities and operations of the Central Vehicle Trouble Desk within the RS&S Department; supervises and dispatches technicians in response to on-line revenue vehicle operating problems; coordinates assigned activities with other divisions and outside agencies; and provides highly responsible assistance to the Central Vehicle Trouble Desk Superintendent; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is the advanced journey level in the Central Maintenance Supervisor series. This class acts as back-up manager for all operations and activities related to the Central Vehicle Trouble Desk engaged in the repair of on-line revenue vehicle operating problems for central maintenance. Incumbents are expected to exercise considerable latitude and independent judgment in the day-to-day conduct of work, often over multiple shifts. This class is distinguished from the Central Vehicle Trouble Desk Superintendent in that the latter has the overall responsibility for all activities and operations of the Central Vehicle Trouble Desk office.

### **REPORTS TO:**

This position reports to the Central Vehicle Trouble Desk Superintendent or his/her designee.

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

1. Assists in managing responsibility for the RS&S Trouble Desk; including staffing, scheduling, documentation, budget preparation and administrative work of subordinate supervisory support staff.
2. Participates as the liaison to the Transportation Department for service delivery; integrates Rolling Stock and Shops efforts with Transportation

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service delivery including coordination and management of fleet wide modification campaigns, car and fleet balancing, and maintains vehicle operating hours budget (hours per vehicle, per fleet); oversees management of contract services.

3. Assists in directing mainline technical activities in support of the District's revenue operation including strategic location of technicians and advising train operators, train controller and wayside personnel to limit vehicle-caused delays.
4. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; provides training to both mainline technicians and other supervisors; works with employees to correct deficiencies; implements discipline and termination procedures.
5. Receives and analyzes reported vehicle failures; determines technical support required and dispatches appropriate staff.
6. Records and maintains documentation of vehicle failures including action taken to correct problems; coordinate with reliability engineering and transportation on a daily basis concerning vehicle delay data and possible reclassification of those delays; provide information to the safety department concerning adverse vehicle incidents.
7. Monitors transit vehicle status, operating problems and trouble patterns via radio, telephone communications and visual displays.
8. Advises higher level supervisory staff on the probability of successful train movement and the likelihood of on-site repair and continued operation.
9. Maintains vehicle history records; informs higher level staff of repair and failure history and other information relevant to the maintenance and repair of transit vehicles.
10. Provides staff assistance to the Central Vehicle Trouble Desk Superintendent; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
11. Coordinates maintenance technician services with those of other divisions and outside agencies and organizations.
12. Estimates time, materials and equipment required for assigned jobs; requisitions materials as required.
13. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of transit vehicle system operation and repair.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operational characteristics, services and activities of a revenue vehicle maintenance program.
- Current and complex principles and practices of revenue vehicle maintenance, repair, and troubleshooting.
- Tools and equipment utilized in transit vehicle maintenance and repair.
- Operational characteristics of transit revenue vehicles.
- Transit vehicle electronic and electro-mechanical systems and components.
- Principles and procedures of record keeping.
- Methods and techniques of troubleshooting, diagnosing, evaluating and assessing transit vehicle malfunction.
- Principles of business letter writing and basic report preparation.
- Principles of supervision, training, and performance evaluation.
- Occupational hazards and standard safety practice.
- Related Federal, State and local laws, codes and regulations.

### **Skill in:**

- Supervising and coordinating revenue vehicle maintenance services.
- Selecting, supervising, training and evaluating staff.
- Analyzing transit vehicle failures and determining repairs.
- Analyzing historical operational failures and predicting future problems.
- Operating a variety of radio and visual communication devices.
- Understanding, interpreting and applying information in maintenance manuals, bulletins and technical publications.
- Monitoring transit vehicle status, operating problems and trouble patterns.
- Interpreting and explaining District revenue vehicle maintenance policies and procedures.
- Operating office equipment including computers and supporting word processing and spreadsheet applications.
- Preparing clear and concise reports.
- 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:**

A Bachelor's degree in Electronics or a closely related field from an accredited college or university.

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**Experience:**

Four (4) years of (full-time equivalent) verifiable experience in the maintenance of transit vehicles which must have included at least one (1) year of administrative and/or supervisory experience.

**Substitution:**

Additional experience as outlined above may be substituted for the education on a year-for-year basis up to two years. A Bachelor's degree is preferred.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

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

**EEOC Code: 02**

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