



## ASSISTANT SUPERINTENDENT OF MAINTENANCE PLANNING AND LOGISTICS

JC: 000209

PB: 9

FLSA: Exempt

BU: 95 (NR)

Created: November 2000

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 direction, oversees the day-to-day activities of Shop Schedulers and Expeditor/Clerks to ensure that maintenance shops meet preventative maintenance material resource requirements and demands; provides support superintendents and higher-level management; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is the first level supervisory/managerial classification within the Rolling Stock Maintenance Shops. Under general direction, this classification manages the multi-shift/multi-craft operation and staffing of rail transit revenue vehicle and associated component maintenance and repair shops and is responsible for the availability and reliability of each line's revenue vehicle fleet. This classification is distinguished from the Rolling Stock Maintenance Superintendent in that the latter has overall responsibility for managing all activities relating to a major rail transit vehicle maintenance shop.

### **REPORTS TO:**

Rolling Stock Maintenance Superintendent or designee.

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

1. Oversees and schedules staff in the daily operations of maintenance planning.
2. Supervises, monitors training and evaluates expeditor and clerks.
3. Conducts necessary operational studies and investigations to create new policies and processes.
4. Oversees and participates in the management of the Shop Schedulers. Holds meetings with Schedulers to establish and maintain an effective working relationship with maintenance shops.
5. Ensures maintenance shops meet Preventive Maintenance and Material Resources to meet daily and weekly demands.

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6. Assists in the development of metrics to better understand the needs of the customers. Ensures metrics are compiled and aligned with standards and specifications.
7. Researches and Studies current Process Documents, compares them to current actual processes and makes recommendations on how and where to make improvements.
8. Creates new SOPs where and as needed. Verifies compliance as required.
9. Ensures proper coordination and communication between expeditor and clerks, schedulers and planners.
10. Trains, motivates and evaluates personnel; coordinates staff training; works with employees to correct deficiencies and implements discipline as required.
11. Establishes appropriate service and staffing levels, monitors and evaluates the efficiency and effectiveness of service to our customers, and allocates resources accordingly. Coordinates activities, attends and participates in professional meetings to ensure compliance.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Maximo management system
- Supply chain management
- Operations of a comprehensive fixed rail transit vehicle maintenance program
- Principles, practices, methods, materials, tools, and equipment used in the preventive maintenance of fixed rail transit vehicles
- Rail transit vehicle maintenance planning, scheduling, and control
- Methods and techniques of investigating rail transit vehicle incidents, accidents, and malfunctions
- Principles and practices of project scheduling and management
- Principles and practices of budget preparation and administration
- Principles and procedures of financial record keeping and reporting
- Principles of supervision, training, and performance evaluation
- Principles of business letter writing and basic report preparation
- Occupational hazards and standard safety practices
- Related Federal, State and local laws, codes, and regulations including OSHA and environmental rules and regulations

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

- Assisting in the management of a comprehensive fixed rail transit vehicle maintenance program
- Selecting, supervising, training and evaluating staff
- Preparing, maintaining, and reviewing vehicle maintenance schedules
- Participating in the development and administration of division goals, objectives, and procedures
- Investigating and resolving rail transit vehicle incidents, accidents, and malfunctions

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- Preparing and administering program budgets
- Preparing clear and concise administrative and financial reports
- Planning and coordinating shop activities
- Assessing revenue vehicle needs of various transportation lines
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals
- Interpreting and applying Federal, State and local policies, laws, and regulations
- Researching, analyzing and evaluating new service delivery methods and techniques
- Ensuring compliance with applicable EPA, OSHA and other mandated rules and regulations.
- Visualizing beyond customer needs.
- 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 Engineering, Business Administration, Transportation, or a related field.

#### **Experience:**

Five (5) years of (full-time equivalent) verifiable professional maintenance administration experience.

#### **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; shop environment; exposure to heat, cold, moving vehicles, electrical energy and inclement weather.

#### **Physical Conditions:**

Requires walking, standing, or sitting for prolonged periods of time.

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