



MAINTENANCE & ENGINEERING COMMAND CENTER COORDINATOR

JC: 000373

PG: AFG

BU: 31 (AFSCME)

FLSA: Non-Exempt

*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 supervision, develops, implements, coordinates, and performs the activities and operations of the Maintenance & Engineering Command Center (MECC); works with the Operations Control Center to coordinate the assignment and movement of maintenance and engineering staff through the District right of way and facilities; prioritizes the safety of employees, contractors, and passengers in all activities; provides highly responsible and complex administrative support to the Senior Manager of Maintenance Support and the Assistant Chief Maintenance Officer; and performs related duties as assigned.

CLASS CHARACTERISTICS

This classification, located in the Maintenance Department, provides program and process coordination, and has responsibility for the execution of and adherence to existing guidelines and procedures. Incumbents of this classification have delegated authority for prioritizing, scheduling, assigning, coordinating, and controlling construction and maintenance activities to optimize use of available track access and District facilities. This classification is distinguished from the Rail Operations Controller in that the latter is responsible for monitoring, supervising, and directing all aspects of the movement of District revenue vehicles, whereas this classification coordinates the assignment and movement of maintenance and engineering staff through the District right of way.

REPORTS TO

Senior Manager of Maintenance Support or designee

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

1. Plans, coordinates and administers the daily operations and activities of the Maintenance & Engineering Command Center (MECC) in coordination with the Operations Control Center (OCC) to support the safe and reliable movement of revenue and non-revenue vehicles and personnel working in the right of way through remotely controlled and monitored systems.
2. Receives and assesses various construction and maintenance activities; analyzes scope of scheduled/unscheduled work needed and determines priorities; and dispatches staff accordingly.
3. Coordinates and confirms placement and removal of prohibits, safe clearances, and blanket work area protections.

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4. Reviews work requests and system access schedules; determines points of access for construction and maintenance activities; and dispatches crews accordingly.
5. Monitors and logs construction and maintenance crew locations; and orders removal of crew or cancellation of work due to schedule conflicts, unsafe conditions, or non-compliance with safety regulations.
6. Operates District vehicles to perform job site inspections, compliance checks, and surveys; respond to maintenance trouble and emergency calls to assess and communicate response needs; act as incident commander if required.
7. Manages all incidents involving District automobiles including dispatching personnel, coordinating testing, coordinating vehicle recovery or repair, and preparing reports; Participates in the investigation of other incidents and unusual occurrences and coordinates response from the Maintenance Department and prepares reports.
8. Records construction and maintenance crew activities against schedule and includes any discrepancies in the daily report.
9. Assigns emergency/priority work activities; monitors work progress; provides work status reporting to management and OCC; and works to resolve problems.
10. Operates and monitors maintenance radio channel and telephone systems; and maintains records of all communications.
11. Provides advice to operations staff on technical issues related M&E assets including equipment capabilities, operation, estimated repair times, status, and limitations.
12. Maintains logs of trouble reports and emergency response activities; and enters data into the District's asset management and maintenance reporting system, prepares daily reports on routine and emergency operations.
13. Continuously monitors wayside operations through voice communications and visual displays including central control systems, alarm loggers and central display boards.
14. Provides support in scheduling maintenance and construction activities.
15. Recommends new procedures and tools for improvement in routine and emergency maintenance operations.
16. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; and recommends and administers policies and procedures.
17. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; and recommends, within departmental policy, appropriate service, and staffing levels.

QUALIFICATIONS

Knowledge of:

- Operations and services of right-of-way construction, maintenance, and emergency response program.
- Principles and practices of routine and corrective right-of-way equipment maintenance.
- Methods, materials, tools, and equipment used in the maintenance of right-of-way equipment.
- Procedures for the placement and removal of prohibits, safe clearances, and blanket work area controls.
- Operations and requirements of an asset management and maintenance reporting system.
- Operational characteristics of various radio and voice communication devices.
- Operations, rules and procedures, especially relating to roadway worker protection and safety.
- Rules and regulations for revenue and non-revenue vehicle routing and movement control procedures.
- Ventilation theory and control in subway areas.
- Principles of basic report preparation and record keeping.
- Occupational hazards and standard safety practices.
- Principles and practices of program development and administration.
- Related Federal, State, and local codes, laws, and regulations.

Skill in:

- Overseeing and participating in the management of a comprehensive systems maintenance program.
- Assessing various maintenance problems and emergencies, analyzing scope of repairs needed and dispatching staff accordingly.
- Coordinating routine wayside maintenance and unscheduled wayside repair.
- Continuously monitoring wayside operations through voice communications and visual displays.
- Scheduling, coordinating, and prioritizing wayside construction and maintenance activities.
- Ensuring the adherence to established maintenance and emergency response rules and regulations.
- Implementing procedures which promote systems safety and minimize system disruption.
- Reading and interpreting track access schedules and determining points of access.
- Reading and interpreting electrical, mechanical, and structural drawings, diagrams, plans, and maps.
- Participating in the development and administration of division goals, objectives, and procedures.
- Maintaining various logs on maintenance operations and preparing clear and concise reports.
- Communicating clearly and concisely, both orally and in writing.
- 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.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

EITHER

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Experience

A minimum of two (2) years of fulltime experience as an Operations Supervisor Liaison or Maintenance Foreworker with the San Francisco Bay Area Rapid Transit District.

OR

Education

Possession of a high school diploma, GED, or recognized equivalent.

Experience

The equivalent of five (5) years of full-time verifiable experience in the maintenance and repair of wayside equipment and infrastructure, which must have included at least two (2) years of experience being responsible for ensuring the safety of wayside construction and/or maintenance worksites.

Other Requirements

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

Must obtain and maintain all required levels of District operating certifications.

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

WORKING CONDITIONS

Environmental Conditions

Office environment; exposure to computer screens; field environment; 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.

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

Census Code: 9000 – Supervisors of Transportation/Material Moving Worker

Safety Sensitive: No

CLASSIFICATION HISTORY

Created : April 2023

Revised: