



MANAGER OF MAINTENANCE PLANNING AND LOGISTICS

JC: 000159

PB: 9

FLSA: Exempt

BU: 95 (NR)

Created: September 2017

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 general direction, manages and oversees personnel in the efficient planning and scheduling of all maintenance on railcars; ensures the distribution of all materials throughout the District in a timely manner and investigates purchasing order issues; performs related duties as required.

CLASS CHARACTERISTICS

This is the full-scope managerial level classification is responsible, through subordinate professionals, for planning & scheduling duties in support of management initiatives. The classification manages resources and programs; providing operating procedures and policies, technical decision- making, budget administration and personnel management. This classification is distinguished from the Chief Mechanical Officer in the latter is responsible for operations and activities of the Rolling Stock and Shops Division.

REPORTS TO:

Chief Mechanical Officer or designee.

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

1. Manages and oversees the planning and scheduling of all maintenance on railcars; works closely with Rolling Stocks and Shops management and external departments ensuring that all work plans are efficient and effective.
2. Works with maintenance management and staff to provide effective asset maintenance scheduling and reporting, implements software upgrades and enhancements, makes recommendations for process improvements, and provides reports on asset maintenance status; maintains systems for prioritizing and scheduling work using Maximo CMMS or other software.
3. Reviews and reports on work order status; reviews data and information accuracy, provides QA/QC of input data; provides recommendations for improving accuracy and completeness of data inputs; customizes user-interface to help improve accuracy of data inputs.
4. Prepares maintenance forecast reports utilizing available data, projected maintenance planning

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and scheduling activities and utilization rates.

5. Determines material needs necessary to fulfill maintenance and inspection requirements. Coordinates these needs with Procurement and RS&S Operations; Advises appropriate staff as necessary.
6. Coordinates with RS&S operations and procurement and other maintenance departments to maximize utilization of rail down times to accomplish required maintenance actions. Makes recommendations for action and assists in the development and implementation of policies, procedures, goals and objectives.
7. Conducts a variety of organizational, operational and analytical studies and investigations; recommends modifications to existing programs, policies and procedures as appropriate; prepares a variety of formal reports.
8. Monitors the efficiency and effectiveness of service delivery methods and procedures; recommends, within department policy, appropriate service and staffing levels.
9. Participates in the development and administration of an assigned budget; forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; recommends adjustments as necessary.
10. Explains, justifies and defends programs, policies and activities in assigned areas of responsibility; contributes to management review of assigned activities.
11. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

QUALIFICATIONS

Knowledge of:

- Principles and practices of ISO 9000, Lean and Six Sigma methodologies.
- Operational characteristics, services, and activities of a Strategic Maintenance Program (SMP) overhaul facilities.
- Principles, practices, methods, materials, tools, and equipment used in reliability-based maintenance.
- Scheduling principals.
- Labor and labor resource needs.
- Contract Management.
- Risk assessment, management and mitigation.
- Principles and practices of budget preparation and administration. Principles of supervision, training, and performance evaluation.
- Occupational hazards and standard safety practices including OSHA and environmental rules and

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regulations.

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

Skill/Ability in:

- Proficient at the use of commercial Maintenance Planning Software including development of reporting metrics
- Management of a comprehensive Strategic Maintenance Program (SMP) Implementing reliability-based maintenance program with an emphasis on lean manufacturing, including planning and scheduling.
- Participating in the development and administration of division goals, objectives, and procedures
- Preparing clear and concise administrative and financial reports.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.
- Ensuring compliance with applicable EPA, OSHA and other mandated rules and regulations
- Interpreting and applying Federal, State and local policies, laws, and regulations
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Ensuring compliance with regulations.
- Auditing and quality control.

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in Engineering, Mechanical Maintenance or a closely related field from an accredited college or university.

Experience:

The equivalent of five (5) years of full-time maintenance planning, computerized maintenance management systems or related experience, which included at least two (2) years of supervisory experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year for-year basis; one year (2000 hours) of qualifying experience will be considered equivalent to 30 semester units/ 45 quarter units. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; field environment; travel from site to site.

Physical Conditions:

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

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BART EEOC-1 Job Group: 0500 Executives/Managers

Census Code: 0430 – Miscellaneous Managers

Safety Sensitive: No