



OPERATIONS SUPERVISOR LIAISON

JC: OC118

PB: F

FLSA: Non-Exempt

BU: 31 (AFSCME)

Created: December 2000

Revised: June 2021

*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

Oversees, supervises and coordinates daily operations and activities on assigned District extension or renovation construction projects; facilitates contractor access to all District construction sites and locations; 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 journey level within the Operations Supervisor series. Employees at this level receive only occasional instructions or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Operations Supervisor in that the latter possesses a specialized, technical or functional expertise within the area of assignment or may supervise the work of Operations Supervisors.

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 construction operations and renovation projects.
2. Participates in the development and implementation of goals, objectives, policies and priorities; recommends and implements resulting policies and procedures.
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.

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5. Monitors workflow; reviews and evaluates work products, methods and procedures on an ongoing basis to meet BART system safety requirements; meets with staff to identify and resolve problems.
6. Monitors station and train safety systems; conducts safety briefings and related duties for contractors and construction staff on District property.
7. Attends contractor meetings on job sites; reviews current work in progress and future activities; ensures all safety issues are identified and resolved.
8. Performs 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; oversees the final station cleanup and inspection prior to opening.
9. Provides supervision during pre-revenue rail vehicle and equipment testing operations.
10. Provides staff assistance to higher level management staff.
11. Communicates and notifies appropriate jurisdiction by 2-way radio of unusual events; and prepares a variety of periodic and special reports and other correspondence as appropriate.
12. Coordinates assigned support activities with those of other shifts, divisions, outside agencies and organizations.
13. Stays abreast of new trends and innovations in the field of transit operations.
14. Ensures proper safety procedures and protocols are followed at all assigned sites.

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.

Proper response to emergencies.

Current office procedures, methods and equipment including computers.

Techniques and methods of administrative analysis.
Principles of business letter writing and basic report preparation.
2-way radio communication.
Safe working practices and related codes and regulations.
Principles of supervision, training and performance evaluation.
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 on assigned extension line.
Supervising, training, and evaluating staff.
Monitoring and enforcing safety rules, regulations, and standards.
Operating 2-way radio communication equipment.
Interpreting and explaining District's policies and procedures.
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.

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.
Must pass a pre-employment physical examination that demonstrates the ability to perform assigned duties under the Working Conditions described below.

MINIMUM QUALIFICATIONS

Education:

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

Experience:

Three (3) years of (full-time equivalent) verifiable transportation operations experience, at least two (2) years of which must have included supervisory or foreworker level experience.

Substitution:

Additional closely related work experience as outlined above may be substituted for the education on a year-for-year basis.

WORKING CONDITIONS

Environmental Conditions:

Field environment (uneven, wet, or inclined ground, aerial walkways, ladders, and confined workspaces); construction site environment; exposure to heat, cold, moving on-rail vehicles, electrical energy and inclement weather conditions.

Physical Conditions:

Requires maintaining physical condition necessary for walking on ballast, aerial walkways, tunnels, underground, standing for prolonged periods of time.

Must be able to climb stairs and ladders.

Must be able to lift 25 pound objects overhead and carry a 15 pound backpack throughout assigned shifts.

Must be able to wear hard hat, safety glasses, work boots, and face mask for the duration of the assignment.

EEO-1 BART Job Group:	1000 – Supervisor/Transportation
Safety Sensitive Designation:	Yes