



SENIOR MANAGER OF MAINTENANCE ACQUISITION

JC: 000235

BU: 95 (NR)

PG: 10

FLSA: 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 direction, manages, oversees and monitors the procurement of new revenue vehicles; oversees, develops and implements program plans for procurement, evaluation, onboarding and warranty administration; develops specifications and conducts vendor evaluation to support future new revenue vehicle procurements; provides highly responsible and complex support to the Group Manager of Rail Vehicle Capital Program; and performs related duties as assigned.

CLASS CHARACTERISTICS

This classification is the full managerial level with full functional management responsibility for either multiple divisions or over other full scope managerial classifications within a major division or department with significant responsibility for managing, administering and implementing multiple policies or programs, responsibility for directing the work of managers, and significant strategic development, implementation and administration of planning future deliveries and services that may have significant, long-term impact to the organization. This classification is distinguished from manager-level positions in the Procurement department in this classification's focus on new car procurement.

REPORTS TO

Group Manager of Rail Vehicle Capital Program or designee

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

1. Manages and oversees the activities and operations associated with the new car procurement to ensure safe and reliable revenue vehicles are delivered on time and within budget; monitors supplier performance to contract specifications; oversees the coordination of department activities as a follow up on planned actions.
2. Monitors warranty program according to contract; reviews reports for labor and materials and identifies trends for District reimbursement.
3. Meets with BART's new car procurement project team to discuss current aspect of contract execution, testing, technical systems and documentation issues, including actions required to receive federal funds; meets with supplier project team to discuss and resolve contract execution and other related issues.
4. Oversees, prepares and coordinates actions required for change orders to current contract; reviews and approves invoices from consultants and vehicle supplier.

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5. Makes recommendations for action and assists in the development and implementation of policies, procedures, goals and objectives.
6. 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.
7. Monitors the efficiency and effectiveness of service delivery methods and procedures; recommends, within department policy, appropriate service and staffing levels.
8. 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.
9. Directs, coordinates and reviews the work of staff and outside contractors; serves as liaison between project and department to ensure program and project implementation within budget.
10. Directs, coordinates and reviews the planning, development and implementation of contracts and administration of management procedures and internal control mechanisms; ensures the cost effective and efficient use of staff and resources in accomplishing goals and objectives.
11. Plans, prepares and coordinates the preparation of reports including recommendations to the Board of Directors, committees and other management staff.
12. Plans and coordinates staff meetings regarding assigned projects and programs; schedules meetings and prepares agendas; arranges facilities; notifies participants.
13. Oversees labor issues and grievances; may prepare and handle grievance hearings and related matters; may direct negotiations with the Union on labor issues; may search for agreement and settlement on contractual disputes and complaints.
14. Independently composes, compiles and prepares correspondence, reports and documents; reviews finished materials for completeness, accuracy and compliance with District policies and procedures; may oversee the maintenance of accurate records and files.
15. Serves as the liaison within the District and with outside agencies; provides solutions and methodologies for effective support to District operations; negotiates and resolves sensitive and controversial issues.
16. Explains, justifies and defends programs, policies and activities in assigned areas of responsibility.
17. 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:

- Operations, activities and services of a comprehensive transit vehicle procurement and rehabilitation program

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- Principles and practices of program development and administration
- Professional office administration practices and procedures
- Methods and techniques of research and analysis
- Principles and practices of procurement and contract administration
- Principles and practices of project coordination and management
- Methods and techniques of policy analysis and development
- Principles of strategic planning
- Principles of management, supervision, training and performance evaluation
- Current office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications
- Principles of business letter writing and report preparation
- Principles of budget preparation and control
- Principles and practices of business math, accounting and budgeting
- English usage, spelling, grammar and punctuation
- Related Federal, State and local codes, laws and regulations

Skill/ Ability in:

- Developing, implementing, interpreting and applying department policies, procedures, goals and objectives
- Interpreting and applying contract administration rules and regulations
- Selecting, supervising, training and evaluating staff
- Exercising sound independent judgment within general policy guidelines
- Planning, organizing and administering special projects and programs
- Managing change processes
- Planning, organizing and scheduling office priorities
- Researching, analyzing, compiling and summarizing a variety of materials
- Preparing and administering department budgets
- Operating office equipment including computers and supporting word processing and spreadsheet applications
- Responding to requests and inquiries from the general public
- Understanding the organization and function of a public agency
- Interpreting and explaining District policies and procedures
- Analyzing problems, identifying alternative solutions and making recommendations
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Communicating clearly and concisely, both orally and in writing

MINIMUM QUALIFICATIONS:

Education:

Possession of a bachelor's degree in Business Administration, Public Administration, or a closely related field from an accredited college or university.

Experience:

The equivalent of five (5) years of full-time professional verifiable purchasing, contract management or project management experience, which must have included at least two (2) years of management-level experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-

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for- year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

BART EEO-1 Job Group: 0500 – Executives/Managers
Census Code: 0100 – Administrative Services Managers
Safety Sensitive: No

CLASSIFICATION HISTORY

Created : June 2019
Revised: October 2021
Updated :