



## SENIOR MANAGER OF MAINTENANCE & ENGINEERING ASSET MANAGEMENT

JC: 000308

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, directs, manages, supervises and coordinates the asset management program for the Maintenance & Engineering (M&E) department; coordinates activities with other divisions, departments and outside agencies; provides highly responsible and complex administrative support to the Assistant Chief Maintenance Officer; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This classification is the full managerial level with full-functional management responsibility for all activities and operations related to the life cycle tracking and management of all assets and parts for the M&E department. This classification has significant responsibility for managing, administering, and implementing policies or programs, as well as responsibility for directing the work of managers. Additionally, this classification has significant responsibility for strategic development, planning, implementation and administration of future delivery of services that may have significant, long-term impact to the organization. This classification is distinguished from other asset management classifications by its focus within the M&E department.

### **REPORTS TO**

Assistant Chief Maintenance Officer or designee

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

1. Assumes management responsibility for the asset management program of the M&E department, including oversight of the maintenance of the asset register in Maximo, which involves updating asset information in the system by onboarding new assets, decommissioning old ones, and modifying existing ones based on construction changes; improve business processes to establish automatic updates of asset information in Maximo.
2. Conduct outreach to Project Managers from the M&E, Planning & Development, and Design & Construction Departments to ensure the completion of the Asset Management Template for onboarding new assets.
3. Manage the entire lifecycle (commissioning, operating, maintaining, repairing, modifying, replacing and decommissioning) of physical and infrastructure assets, including the complex level of risk analysis and strategy development for M&E asset groups; guide the development of asset management models to provide risk analysis and recommendations on funding allocation.

## Senior Manager of Maintenance & Engineering Asset Management

Page 2

4. Provide efficient coordination between multiple departments in order to optimize M&E's Asset Management Program and develop key performance indicators to ensure alignment with the District's Strategic Plan.
5. Serve as the M&E representative on the Process, Technology, and Operations (PTO) subcommittee of the Asset Management Steering Committee (AMSC); assist in the periodic review of the District's Transit Asset Management (TAM) Plan; serves as the single point of contact for M&E support of Operations Planning's District-wide Asset Management Program.
6. Oversee the on-going analysis of existing asset data for all M&E functional groups to validate completeness and accuracy of asset information; performs research (both office and field) to obtain missing asset data in order to populate mandatory fields in Maximo, as well as working directly with functional group managers to obtain historical records.
7. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
8. Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
9. Selects, trains, motivates and evaluates assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
10. Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
11. Monitors developments and legislation related to assigned area of responsibility; evaluates impact upon District operations; recommends and implements equipment, practice and procedural improvements.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Operational characteristics of Asset Management Applications and Functionalities, including Maximo or another comparable Computerized Maintenance Management System (CMMS)
- Related Federal, State and local laws, codes and regulations
- Methods and techniques of data collection and recording
- Principles and practices of contract development and administration
- Methods and techniques of Run-to-Failure asset maintenance and replacement
- Principles and practices of reliability-based maintenance programs with an emphasis on strategic maintenance planning
- Principles of supervision, training and performance evaluation
- Methods and techniques of program development
- Applicable computer software programs, such as Word, Excel, Power Point, and Outlook

**Skill/ Ability in:**

- Asset Management and equipment configuration for a high dollar value operation
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Analyzing problems, identifying solutions, projecting likely outcomes from proposed maintenance actions, and implementing recommendations in support of a state of good repair for all assets
- Addressing Asset Management to Legacy System sustainability and phased infrastructure replacement
- Selecting, supervising, training and evaluating staff
- Estimating/budgeting manpower & support equipment needs based on limited access to systems
- Understanding, interpreting, and applying complex rules, regulations, and legal provisions governing fiscal functions and grant programs
- Interpreting highly technical information and make summary conclusions to be presented to a non-technical audience
- Assessing asset reliability statistics and deviations
- Interpreting and applying Federal, State and local policies, laws and regulations
- Operating office equipment including computers and supporting word processing, spreadsheet and presentation applications

**MINIMUM QUALIFICATIONS:**

**Education:**

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

**Experience:**

The equivalent of five (5) years of full-time professional verifiable asset management, project/program management, and/or maintenance support for infrastructure systems and equipment experience, which must have included two (2) years of managerial experience. Experience in a public or regulatory agency preferred.

**Substitution:**

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens; field environment; exposure to heat, cold, moving vehicles, and inclement weather.

**Physical Conditions:**

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

**Senior Manager of Maintenance & Engineering Asset Management**

Page 4

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

**CLASSIFICATION HISTORY**

**Created :** June 2019  
**Revised:** October 2021  
**Updated :**