



SPECIAL PROJECTS MANAGER, TRACKS AND STRUCTURES

JC: MC701
PB: H
FLSA: Exempt

BU: 31 (AFSCME)
Created: August 2002
Revised: March 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, supervises and coordinates activities for maintenance and construction projects with a focus on reliability and safety within the Maintenance & Engineering (M&E) Department; coordinates assigned activities with department staff, other divisions, outside agencies and the general public; provides highly responsible staff assistance to the superintendent, and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the first-level full supervisory/managerial classification responsible for overseeing all special projects relating to the maintenance of track, structures, facilities, train control and traction power, including overseeing, planning and scheduling work of assigned staff to most efficiently support revenue service to minimize delays in service. The incumbent is accountable for accomplishing section goals and objectives as well as furthering overall departmental goals and objectives. This class is distinguished from the Superintendent of Way and Facilities in that the latter manages and supervises all activities and operations of the Way and Facilities Maintenance Division.

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

1. Manages, supervises and coordinates the organization, staffing, operational and administrative activities for special projects within the M&E maintenance program including budget, program planning, scheduling and reporting.
2. Manages processes to ensure that design documents, contracts and specifications are completed, up to date and applicable for the appropriate special projects being planned and carried out throughout the District.
3. Develops and administers contracts and agreements; conducts contract negotiations with consultants and vendors on contracted services.

4. Manages the procurement of and funding sources for additional reporting locations, office space, warehouses, laydown/storage areas, equipment, and materials needed for planning and construction of special projects.
5. Coordinates with Documentation and Engineering to update District documents and management programs required (i.e., BART Facility Standards (BFS), Maximo, CMS, etc.) during planning, construction, and upon completion of special projects.
6. Verifies the integration and reliability of special projects to ensure that there are no negative impacts to revenue, safety, reliability and on-time performance.
7. Provides assistance in purchasing; evaluates and monitors inventory levels; ensures all purchasing comply with District guidelines.
8. Participates in the development and implementation of goals, objectives, policies and priorities; recommends and implements resulting policies and procedures.
9. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
10. Monitors work flow; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
11. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
12. Analyzes, monitors, evaluates and makes recommendations on division program areas including maintenance, equipment failures and purchasing requirements.
13. Participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
14. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of track and structures maintenance.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a track and structures, train control or traction power maintenance, inspection and repair program.

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- BART Facility Standards (BFS) and other applicable industry standards.
- Purchasing policies and procedures.
- Principles of track, structures, train control and/or traction power maintenance and construction.
- Principles and practices of contract administration.
- Principles of project scheduling and management.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Principles and procedures of record keeping.
- Occupational health and safety rules and regulations.
- Related Federal, State and local laws, codes and regulations.
- Principles of mathematics.

Skill in:

- Overseeing and coordinating track, structures, train control and/or traction power maintenance, inspection and repair services.
- Overseeing and coordinating the procurement of parts, materials, vehicles and other specialized equipment.
- Preparing and administering budgets.
- Interpreting the requirements of, and editing, engineering drawings and design documents.
- Selecting, supervising, training and evaluating staff.
- Interpreting and explaining District's maintenance policies and procedures.
- Maintaining records and logs.
- 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.
- Evaluating and coordinating training programs.
- Interpreting manuals, diagrams and schematics.
- 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.

MINIMUM QUALIFICATIONS

Education:

An Associate degree with major courses in civil or structural engineering or a closely related field from an accredited college or university.

Experience:

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Four (4) years of (full-time equivalent) verifiable track and structures maintenance experience which must have included at least one (1) year of administrative and/or supervisory experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. An associate degree is preferred.

Other Requirements:

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

Must possess sufficient mobility to perform field inspections and investigations.

WORKING CONDITIONS

Environmental Conditions:

Office environment; field environment; electrical energy. Exposure to computer screens, heat, cold, dust, grease, smoke, fumes, gases; work or inspect in confined spaces; work or inspect underground; work on elevated structures.

Physical Conditions:

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

EEO-1 BART Job Group: 1500 – Supervisors/Other

Census Code: 7000 – First Line Supervisors of Mechanics, Installers and Repairers

Safety Sensitive: No