



## **Class Summary**

The responsibilities of this classification include managing, supervising and directing all light rail fleet maintenance and repair operations, warranty administration, procurement and inventory management for rail operations.

## **Distinguishing Characteristics**

This is a single incumbent, standalone classification. Work involves managing preventive maintenance and repair of rail revenue and non-revenue vehicles and the operation of the rail repair facility. Work includes formulation of the annual operating plan and achieving performance improvement and operational goals, and establishing the systems and processes required to fulfill those goals. Work also includes determining, ensuring and allocating all required personnel, financial, physical plant and equipment resources; supervising subordinate supervisors and staff; ensuring compliance and establishing procedures consistent with all Transit Division and Light Rail operating policies and procedures as well as applicable local, state and federal codes and regulations; analyzing, forecasting and reporting on fleet performance, maintenance and repair trends and similar performance metrics; and participating as a key member of the Light Rail management team. Work is performed independently under the general supervision of a higher-level transit manager.

## **Examples of Duties**

1. Establish goals and performance objectives for equipment availability and reliability necessary to meet daily service schedules; monitor trends, establish benchmarks and implement preventive maintenance and repair policies and procedures; ensure rail vehicle maintenance and repair operations, cleanliness and performance standards are in conformance with all contractual and regulatory requirements.
2. Coordinate with rail vehicle manufacturers to identify, track and resolve fleet defect and warranty issues; negotiate settlements as required; oversee and manage fleet modifications and enhancements; coordinate communications between rail vehicle manufacture and Sound Transit.
3. Supervise administrative support, professional staff and subordinate supervisors directing the work of skilled rail maintenance and repair personnel; hire staff consistent with assigned hiring authority; create harmonious working relationships with multiple collective bargaining units and ensure consistent application of labor policies, contract provisions and hiring guidelines; fulfill required responsibilities in grievance and arbitration processing and adjudication.
4. Provide guidance and direction to subordinate supervisors and other staff concerning complex or sensitive issues and problems; establish work performance standards and initiate corrective actions when required; review existing operational and administrative policies and procedures, and recommend improvements or modifications to higher-level management and Sound Transit.
5. Provide supporting data and recommendations to management in the formulation of the Light Rail operating and capital improvement budgets; manage and administer the rail vehicle maintenance budget; authorize expenditures within designated authority level; monitor budget and maintain expenditures within approved levels; manage and administer vendor service, supply and other related contracts as required

6. Participate and represent Light Rail in a wide variety of internal and external work groups, project teams, committees and task forces.
7. Act for higher-level manager as assigned.
8. Perform other duties as assigned.

## **Knowledge/Skills**

Knowledge of the design, components, systems and equipment of light rail vehicles

Knowledge of the principles, practices and industry standards that support effective and cost efficient preventive maintenance and repair of light rail revenue vehicles

Knowledge of the full scope of local, state and federal codes and regulations that apply to the operation, maintenance and repair of light rail vehicles

Knowledge of fleet procurement processes, acceptance of vehicles and warranty administration

Knowledge of the operations, policies and procedures of the Transit Division and the contractual requirements in the operating agreement with Sound Transit

Knowledge of human resources management, supervisory principles and federal, state and local laws related to employment, civil rights and affirmative action

Knowledge of the principles, practices and techniques of labor relations that include interest-based or collaborative labor negotiations as well as grievance and arbitration processes

Knowledge of workforce planning and budget administration

Knowledge of procurement processes and inventory management

Knowledge of automated maintenance management information systems

Leadership skills

Communication skills

Interpersonal skills

Customer service skills

Skill in planning and delegating work assignments

Skill in conflict resolution, problem solving and negotiation

Skill in statistical and operational analysis

Skill in handling multiple competing priorities

Skill in working with a variety of individuals from diverse backgrounds

Skill in establishing and maintaining effective working relationships and team building

Skill in staff development and training

Skill in use of automated maintenance management information systems, personal computers, word processing, spreadsheet, database management, presentation and similar applications

## **Licensing, Certification and Other Requirements**

Washington State Driver License or the ability to travel throughout the county in a timely fashion

Work requires reporting for duty and directing vehicle maintenance operations during adverse weather events and other emergencies

Additional minimum qualifications may be established based on business needs and are specified in position announcements as appropriate.

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<b>FLSA Designation</b>	<b>Exempt (Administrative)</b>
<b>Service Status</b>	Career Service
<b>Levels within same series</b>	None
<b>Class History</b>	Created 08/2011