



TRANSIT SUPERINTENDENT – RAIL TRAINING

Class Summary

The responsibilities of this classification include managing all training, staff development programs and initiatives that support Rail operations within Transit. Work involves developing and implementing a strategic training and staff development program plan to meet current and future workforce management requirements, needs and trends, as well as, performing ongoing assessments of operational, licensure and mandated requirements.

Distinguishing Characteristics

This is a single incumbent classification. Incumbents are responsible for determining, ensuring and allocating all required personnel, financial, equipment and technological resources; supervising subordinate supervisors and staff; establishing and enforcing Rail rules, policies and procedures; assuring compliance with applicable local, state and federal codes and regulations; analyzing, forecasting and reporting on future needs, training outcomes, trends, cost effectiveness and similar performance metrics; and participating as a member of the Rail management team. Incumbents are responsible for implementing technological developments and service enhancements to ensure training and staff development programs provide the workforce skills necessary to meet service demands. Work is performed independently under the general supervision of a higher-level transit manager.

Examples of Duties

1. Develop strategies and implement training and development programs to fulfill licensure and mandated requirements as well as provide the skill sets necessary to sustain service delivery operations in the future; research, develop and implement computer and other technology based training methodologies.
2. Conduct cost-benefit analyses of training programs; manage training to optimize training outcomes while minimizing associated costs.
3. Develop needs assessment tools to identify and track employee training necessary to meet Rail requirements; establish performance measures and criteria to monitor and evaluate unit performance.
4. Supervise administrative support, professional staff, and Rail Chiefs directing the work of technical trainers and Subject Matter Expert (SME) instructors delivering training programs; hire staff consistent with assigned hiring authority; create collaborative working relationships with multiple collective bargaining units and ensure consistent application of labor policies, contract provisions and hiring guidelines; investigate and respond to grievances; participate in and provide support to legal or contractual conflict resolution.
5. Provide guidance and direction to subordinate supervisors and other staff concerning complex or sensitive issues and problems; review and confirm new-hire separations from Rail training programs; establish work performance standards and initiate corrective actions when required; review existing training, rail rules, policies and procedures, and recommend improvements or modifications to higher-level management.
6. Provide supporting data and recommendations to management in the formulation of the Rail operating and capital improvement budgets; manage and administer the training 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.
7. Participate and represent Rail in a wide variety of internal and external work groups, project teams, committees and task forces.
8. Act for higher-level managers as assigned.

9. Perform other duties as assigned.

Knowledge/Skills

Knowledge of local, state and federal codes and regulations that apply to licensure and other mandated requirements for mass transit staff

Knowledge of the rules, policies, and procedures of the Transit division

Knowledge of adult learning theory, practices and methodologies

Skill in defining and translating Rail training needs with available technology solutions

Skill in statistical and operational analysis, and establishing and implementing rules, policies, procedures and performance goals

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 financial management, workforce planning, and budget administration

Skill in staff development, training, and program planning

Skill in planning and delegating work assignments

Skill in conflict resolution, problem solving, and negotiation

Skill in handling multiple, competing priorities

Skill in establishing effective working relationships and communicating successfully with elected officials, senior management, labor representatives, business and community groups, governmental agencies, staff and customers

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

Education and Experience Requirements

Bachelors degree in Business, Public Administration or related field and experience in the LightRail/Streetcar transportation field including supervisory experience

OR any combination of education and experience that clearly demonstrates the ability to perform the job duties of the classification

Licensing, Certification and Other Requirements

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

FLSA Designation	Exempt (Administrative)
Service Status	Career Service
EEO Code	2
Levels within same series	None
Class History	10/2016 - Created
