

CLASS SPECIFICATION
STREETCAR MAINTENANCE SUPERVISOR

PAY GRADE: 57
CLASS CODE: 30003850
EFFECTIVE: November 25, 2022

CLASSIFICATION SUMMARY

Reports to a Maintenance Supervisor II, Manager, or other management- or executive-level position. Under minimal supervision, responsible for supervising the maintenance, repair, and cleaning of streetcar vehicles, linear track, traction power substations, signaling systems, overhead catenary systems, and transit platforms.

Responsibilities include: assigning, supervising, and instructing TriMet and City staff in the preventive maintenance and repairs of streetcar assets; ensuring the tasks and duties assigned to staff are performed and completed within well-established guidelines; troubleshooting repair issues with transit assets; performing advanced repairs to transit assets.

DISTINGUISHING CHARACTERISTICS

Streetcar Maintenance Supervisor is distinguished from the Maintenance Supervisor I by the responsibility for performing skilled work on streetcar assets in addition to supervising TriMet employees.

Streetcar Maintenance Supervisor is distinguished from Maintenance Supervisor II in that the latter directly supervises a larger group of assigned positions, including at least one subordinate supervisor.

Streetcar Maintenance Supervisor is distinguished from Supervisor I in that the former requires specialized transit maintenance experience.

ESSENTIAL FUNCTIONS

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

1. Assess, identify, and schedule maintenance and repair of streetcar assets; perform repairs as needed.
2. Schedule, assign work to, and supervise staff, including highly skilled tradespeople and seasonal employees.
3. Perform federally mandated safety and rule compliance checks to ensure safe operation and maintenance of transit asset, including streetcar vehicles, linear track, traction power substations, signaling systems, overhead catenary systems and transit platforms; ensure routine maintenance and repair tasks are performed according to the Public Transportation Agency Safety Plan and the Streetcar Maintenance Plan.
4. Assess and coordinate the daily care and maintenance of streetcar facilities and systems, including heating, ventilation and air conditioning (HVAC), plumbing, electrical, lighting, and water distribution.
5. Ensure staff follow City, Occupational Safety and Health Administration (OSHA), Federal Transit Administration, Oregon Department of Transportation (ODOT), and Bureau-/Office-specific safety

rules and guidelines; educate staff on rules, regulations, codes, and hazards in the work environment.

6. Provide oversight related to performance requirements and personal development targets for staff; provide instruction for performance improvement and development, evaluate performance and complete annual performance reviews; recommend discipline as necessary.
7. Provide support in resolving personnel disputes, create a positive and supportive work environment; promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.
8. Create standard practices, policies, and procedures for day-to-day operations of assigned unit, program, project, or tasks; establish goals and direction and communicate expectations to staff; create, research and lead field modifications for streetcar assets following the configuration management processes.
9. Assist in the planning, development, implementation, and administration of streetcar and transportation programs, facilities, and projects.
10. Ensure that critical unit functions are completed, and tasks and duties assigned to staff are achieved within schedule and budget, or progressing as scheduled.
11. Communicate the status of programs, projects, and tasks with Bureau/Office management and other related units; make recommendations and adjustments.
12. Review and process permits, contract-related documentation, and other required documentation.
13. Update and maintain databases and reports, and interpret data to guide and inform decision making.
14. Prepare and submit reports, spreadsheets, forms, written materials, and work orders.
15. Serve as emergency and on-call responder to respond to urgent and emergency situations; determine appropriate action; provide coverage on holidays to support streetcar operations.
16. Assist management in developing operating budgets and analyzing costs of maintenance repairs, programs, projects, and staff.
17. Prepare and review specifications and drawings for proposed projects; estimate labor, material, and equipment requirements; evaluate projects in terms of cost and program goals; allocate resources.
18. Administer the asset management system; create users, set access levels, and train users; enter, modify, and maintain asset data in system; schedule recurring maintenance items.
19. Maintain manufacturer records, blueprints, and warranties.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under minimal supervision by a Maintenance Supervisor II, Manager, or other management- or executive-level position.

Supervises a minimum of four (4) employees, including TriMet employees who perform maintenance on streetcar assets under the terms of an intergovernmental agreement. This classification may supervise City employees.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Knowledge of principles, practices, and techniques of maintenance, repair, construction, and operation of assets and facilities.
2. Knowledge of Occupational Safety and Health Administration (OSHA), Federal Transit Administration, ODOT, City, and Bureau-/Office-specific safety related requirements, policies, and procedures.
3. Knowledge of the requirements of public facility and asset maintenance, maintenance practices, safe care, and use of equipment.

4. Knowledge of principles and practices of leadership, business communication, public administration, program evaluation, and fields related to the mission and purpose of Streetcar and PBOT.
5. Knowledge of principles and standards of employee supervision, including training, scheduling, and performance evaluation.
6. Knowledge of fundamentals and methods of planning, organizing, and allocating work to staff.
7. Ability to diagnose, repair and maintain electrical and mechanical systems of various types.
8. Ability to supervise and direct a diverse staff of skilled tradespeople and non-technical staff.
9. Ability to supervise a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex transit services.
10. Ability to establish and maintain effective working relationships with management, staff, members of the community, and others encountered in the course of work.
11. Ability to communicate effectively both verbally and in writing; present information, reports, and recommendations clearly and persuasively.
12. Ability to make independent, logical, and informed decisions within established policies and procedures that influence the daily operations of the organizational unit and work of staff.
13. Ability to utilize City-specific technology and general office software.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training: High school diploma or GED;

AND

Experience: Three (3) years of journey-level experience in rail, heavy equipment, vehicle maintenance, or related field.

Special Requirements and/or Qualifications:

Specific licensure or certification in the appropriate field may be required for certain positions.

A valid or ability to obtain state commercial driver's license.

Preferred Qualifications:

Experience in a supervisory role.

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: