

**CLASS SPECIFICATION**  
**Portland Streetcar Maintenance Manager**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general policy direction, manages and directs the daily, corrective and preventative maintenance of the Portland streetcar system, including streetcar vehicles, substations, tracks, and overhead power to ensure that all rail services are operating to meet performance targets and maintained effectively to avoid service disruptions; oversees and directs contract, City and Tri-Met staff; develops inspection plans and conducts regular inspections; manages inventory, oversees compliance testing, acceptance and streetcar warranties; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single incumbent class is responsible for managing the testing, maintenance, and acquisition of assets and equipment for the Portland streetcar system; manages the work of streetcar employees and contractors; coordinates with outside project management company; implements and manages corrective and preventative maintenance programs; conducts quality control inspections to ensure clean and safe conditions; provides input on system and line expansion. The incumbent oversees work carried out by Tri-Met supervisors and staff, City employees assigned to the work unit and City employees from other City bureaus.

Portland Streetcar Maintenance Manager is distinguished from Portland Streetcar Operations Manager in the former's focus on maintenance. It is distinguished from the Portland Streetcar Maintenance Supervisor by having responsibility for overall maintenance and repair of the entire Streetcar system, including vehicles, substations, facilities, station platforms, tracks and overhead power.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Through subordinate supervisors, plans and directs the work assignments of staff to ensure safe, reliable, ongoing streetcar operations; provides direction, instruction and materials for employees regarding vehicle maintenance, upgrades, and retrofits; establishes procedures for operations, maintenance and inventory management; prepares routine and special reports of work completed including time and materials expended; and develops and implements protocols and procedures to support City streetcar operations goals and performance targets.
2. Plans, organizes, directs and evaluates the performance of assigned staff including TriMet and contract employees; establishes performance requirements; regularly monitors performance and

provides instruction for performance improvement and development; implements disciplinary action related to performance deficiencies of subordinate City staff and TriMet staff.

3. Provides leadership and works to develop and retain highly competent, service-oriented staff through day-to-day management practices that support the City's and bureau's mission, objectives and service expectations.
4. Develops annual maintenance work program; implements, maintains and manages corrective and preventative maintenance programs; monitors maintenance activities to ensure compliance with program goals and achievement of production standards; ensures compliance with the City and Federal safety and maintenance rules; develops recommendations to Portland Streetcar Manager to address significant deficiencies; and conducts regular inspections of work areas and system alignment to ensure a clean and safe environment and to monitor work efficiency.
5. Coordinates work of the TriMet maintenance staff under the direction of the partnership agreement,, develops annual staff shift schedules; participates in contract negotiations; provides on-going administration of contract; and incorporates & negotiates for additional work as needed.
6. Manages parts procurement and inventory; develops plans and major maintenance analysis; determines the appropriate level of inventory to ensure sufficient parts are available for planned and emergency work, while minimizing costs; develops and implements plans for appropriate lead time for parts ordering; identifies efficiencies and seeks alternate resources, when necessary; develops and negotiates purchase orders; allocates staffing, materials and vehicles to ensure service is maintained without interruption.
7. Manages on-board fare collection equipment; liaisons with Tri-met to ensure integration with regional transit systems; oversees contract for acquisition of new equipment.
8. Manages and directs response to emergencies, crashes and derailments; reviews track access permits requests; conducts or directs electronic isolation system shutdowns and power-ups for planned and unplanned maintenance work.
9. Serves as expert program and technical recourse; provides training and technical assistance to City, TriMet and other partnership interests; represents bureau with outside, local a, state and federal agencies.

#### **OTHER DUTIES**

1. Provides 24 emergency response to streetcar incidents.
2. Facilities vehicle training and safety certification.
3. Provides backup to Portland Streetcar Operations Manager, as needed.

4. Provides backup to Maintenance Supervisors during and/or after hours.
5. Contacts PBOT public information officer regarding service and system interruptions.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Theories, practices, methods, techniques, tools and equipment used in the installation, testing, calibration, maintenance and repair of electrical and electronic, supervisory control, communications systems and devices, track work, streetcar vehicles and other rail facilities and equipment applicable to the safe operation and maintenance of a streetcar rail system.
2. Practices, methods, techniques, tools and equipment, including electrical, mechanical, pneumatic, and hydraulic systems used in the testing, calibration, maintenance and repair of signal and safety systems.
3. Laws, ordinances and regulations governing electrical construction.
4. Rules, operational procedures and regulations of the Portland Streetcar system including State oversight and Federal Transit Administration regulations.
5. Principles and practices of contract administration, including defining scope of on-going operations and maintenance work and dispute resolution practices and procedures.
6. Principles, practices, tools, and techniques used in radio and telephone communications equipment and communications systems, sensitive electronic equipment, and compliance with applicable rules, regulations and procedures.
7. Principles and techniques of customer service.
8. Principles and practices of effective supervision, personnel management and labor relations, including TriMet and City human resources policies and labor contract provisions, including the Working and Wage Agreement and Streetcar Special Project Memorandum of Agreement.
9. Principles, practices and methods of budget development and management
10. OSHA regulations for workplace safety and public transit safety requirements.

### **Ability to:**

1. Plan, organize and oversees a corrective and preventative streetcar maintenance program that includes diagnosing, troubleshooting and resolving maintenance problems with a wide variety of rail systems equipment, machinery, devices and safety systems, safely and efficiently, coordinating with TriMet and other local agencies as needed.

2. Define complex issues, analyze problems, evaluate alternatives and develop cost-effective maintenance and repair processes and preventative maintenance programs.
3. Exercise sound expert and independent judgment within general policy guidelines and organize and set priorities within areas of responsibility.
4. Read and interpret plans, specifications, blue prints, schematics and manuals.
5. Plan and adapt established practices, procedures and principles of electronic and electrical circuitry to particular problems, conditions and service needs.
6. Understand, interpret, apply and explain relevant federal, state and City laws applicable to streetcar operations, maintenance and safety.
7. Prepare clear, concise and comprehensive written materials.
8. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
9. Establish and maintain effective relationships with City and Tri-Met employees, managers, public safety personnel, contractors, vendors, the public and others encountered in the course of work.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school; and at least seven years of progressively responsible experience in the management of daily fixed-rail transportation maintenance and related operations, including three years of supervisory experience; or an equivalent combination of training and experience. Experience in a public agency is preferred.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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**Class History:**

Adopted: 07-01-02 Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):  
0970 PROGRAM MANAGER II. Adopted: 07-01-92

Revised: 10-28-04 Clarification of duties and differences with Portland Streetcar Maintenance Supv.

Revised 1-10-15 Updated duties to encompass increased complexity of streetcar system and increased responsibilities.

June 2009 - Change Job Class number from 7576 to 30000640, due to system change.