

**CLASS SPECIFICATION
Portland Streetcar Maintenance Supervisor**

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under direction, plans, schedules, assigns and inspects the work of skilled and semi-skilled personnel engaged in the maintenance and repair of Portland streetcar vehicles; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

With direction from the Portland Streetcar Maintenance Manager, this single incumbent class is responsible for supervising and scheduling the daily maintenance and repair of streetcar vehicles, including supervising the Tri-Met mechanics who perform streetcar maintenance, and scheduling/overseeing vendor's employees who perform warranty work.

Portland Streetcar Maintenance Supervisor is distinguished from Portland Streetcar Maintenance Manager by the former position's focus on the daily scheduling and maintenance work for the streetcar vehicles.

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. Directs, supervises and inspects the work of Tri-Met Mechanics assigned to perform maintenance and repair of the Portland Streetcar vehicles.
2. Works with Tri-Met managers to plan, organize, and direct the performance of assigned staff; regularly monitors performance; conducts investigative meetings that may result in disciplinary actions; counsels employees; recommends disciplinary action to address performance deficiencies to Tri-Met managers.
3. Provides leadership and works with staff to create a high performance, service-oriented work environment, through day-to-day management practices that support the City's and bureau's mission, objectives and service expectations.
4. Prepares and implements work schedules; incorporates maintenance of parts due to be serviced (based on mileage or time) with unscheduled repairs; insures materials needed for work are available; prepares routine and special reports of work completed including time and materials expended.

5. Enters data into parts inventory system, notices parts usage and failures and alerts manger to trends and potential shortages.
6. Monitors preventative maintenance and warranty requirements; schedules work to preserve warranty coverage; ensures that vendor technicians do warranty work and Tri-Met mechanics do non-warranty work, as stipulated in contract with streetcar vehicle vendor; notifies Portland Streetcar Maintenance Manager of progress and problems.
7. Carries out the City's safety program for the unit; ensures staff follow safety practices in work methods and procedures; educates assigned personnel of rules, regulations, codes, safe work habits and potential hazards presented by their work environment; completes accident reports, incident reports and investigates risk claims.
8. Provides back-up coverage for Portland Streetcar Maintenance Manager as needed.
9. Responds to evening or weekend operational problems or emergencies as required.

OTHER DUTIES

1. Provides back-up coverage for Portland Streetcar Operations Manager as needed.
2. Acts as a Operations Shift Superintendent as needed.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Practices, methods, techniques, tools and equipment used in the installation, testing, calibration, maintenance and repair of electrical and electronic systems and rail facilities and equipment applicable to a streetcar/rail system.
2. Laws, ordinances and regulations governing electrical construction.
3. Rules, operational procedures and regulations applicable to a streetcar/rail system
4. Radio frequencies and the operation of radio communications equipment.
5. Principles and techniques of customer service.
6. Principles and practices of effective supervision.
7. City human resources policies and labor contract provisions.
8. Safe work practices, OSHA regulations, and safety equipment related to the work.

9. Operation of a computer and common computer software applications.

Ability to:

1. Plan, prioritize, organize, supervise, assign, inspect and evaluate the work of others.
2. Diagnose, troubleshoot and resolve mechanical, electrical and electronic maintenance problems with rail system vehicles.
3. Develop and implement work standards.
4. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
5. Read and interpret schematics and manuals.
6. Understand, interpret, apply and explain relevant federal, state and City laws applicable to rail system/transit operations, maintenance and safety.
7. Exercise independent judgment and initiative within established guidelines.
8. Communicate effectively both orally and in writing.
9. Prepare clear and concise records, reports, correspondence and other written materials.
10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
11. Establish and maintain effective working 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 three years of experience with light rail or experience in electrical/electronic equipment maintenance and repair, 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. Ability to obtain Class B Commercial Driver's License within six months of hire.

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.

Class History: Adopted: 10-13-04

June 2009 - Change Job Class number from 7579 to 30000643, due to system change.