

Job Description



Position: LRT Maintenance Supervisor – LR Vehicle
Department: Light Rail Operations
Reports To: Director of Rail Systems and/or
Director of LRV Maintenance

Job Summary:

Responsible for assigning, monitoring, and training technical personnel in connection with the inspection, maintenance, repair, installation and alteration of all Light Rail Transit (LRT) traction power systems, communication systems, train control systems, light rail vehicle systems and facilities amenities/ power distribution to ensure a safe and reliable operation of the LRT system

Essential Job Functions:

- Oversee and execute maintenance projects within schedule and budget utilizing work windows allowed by operating considerations. Report delays and problems promptly, taking appropriate action to maintain effective coordination of activities.
- Develop plans to meet unexpected situations, emergencies and unusual events. Assess factors and conditions affecting maintenance activities, responding appropriately when these change and keep all interested and involved parties informed of matters requiring their attention.
- Ensure compliance with all applicable policies and rules. Recommend safety procedures and standard practices to ensure maintenance activities proceed safely and efficiently.
- Performs inspections of LRT systems, equipment and facilities including but not limited to overhead contact wire systems, traction power substations, building electrical/mechanical, communication systems, train control systems, light rail vehicle systems and other elements related to maintaining a safe operating light rail system. Submits verbal and written reports of inspection findings to the Director. Recommends and executes maintenance schedules and supervisory procedures.
- Communicates effectively with the Director the results of LRT systems and/or LRV maintenance activities, and other relative information and to other Hampton Roads Transit personnel as necessary.
- Monitors, identifies and corrects imminent safety hazards for Hampton Roads Transit total LRT rail system. Investigates, analyzes, and makes recommendations for correcting potential safety problems.
- Coordinates effective contracted efforts by explaining problems and directing contractors and Hampton Roads Transit personnel in such activities. Oversees, reviews, and accepts or rejects work performance by contractors. Communicates progress of all LRT systems work activities.
- Trains Hampton Roads Transit employees in the safe and efficient performance of LRT system maintenance and proper operation of required rail system maintenance equipment/tooling.
- Provide guidance and direction to LRT maintenance employees.
- Assign the schedules and duties of LRT employees by issuing oral and written instructions, ensures that an orderly scheduling interface with system requirements are maintained.
- Assign personnel to provide emergency service.
- Responsible for monitoring productivity and quality of subordinate maintenance personnel performance.
- Develop and maintain effective and efficient assignment of responsibility and expected level of performance for assigned employees.
- Monitor and evaluate work in progress for timeliness and ensure the productivity of quality inspection of all work performed.
- Ensure that services are performed on schedule.
- Evaluate work performance of assigned personnel on a continuing basis to recommend for commendation or to identify the need for improvement or change.
- Ensure that daily, accurate records are maintained for each technician's work hours, and a detailed account of the specific work functions each has accomplished.
- Enforce departmental policies and procedures, and monitor employee attendance.

- Develop, administer and maintain records of instruction programs for safety, preventative maintenance and shop equipment.
- Operate On Track Equipment and other maintenance equipment as required for training and maintenance activities
- Other duties as assigned.

Required Knowledge, Abilities and Skills essential to Job Functions:

- Written and verbal communication and presentation skills.
- Problem analysis and resolution skills.
- Ability to perform maintenance repair, troubleshooting, rebuilds and overhaul of LRT systems equipment and materials.
- Ability to analyze malfunctions in mechanical, pneumatic, hydraulic, electric equipment and determines repair and performs system fabrication and assembly tasks.
- Knowledge of technical math skills.
- Ability to maintain accurate records and correctly use test equipment (voltmeter, ammeter, ohmmeter, oscilloscope, meggar, wire tracer and other equipment as required).
- Ability to provide technical training and guidance of LRT personnel in the diagnosis, repair, preventive maintenance and service of LRT traction power including Overhead Catenary System, Substations, Signals, LRV Propulsion and Braking Systems and facilities power distribution/building maintenance components.
- Ability to establish and maintain good working relationships.
- Ability to work effectively in a team environment.
- Ability to manage multiple responsibilities/priorities simultaneously.
- Must meet established Hampton Roads Transit goals and work standards.
- Knowledge of and experience with electric/mechanical maintenance safety practices as they pertain to rail transportation systems.
- Knowledge of pneumatic, hydraulic systems, electric, testing and inspection methods/tools for maintenance and inspections.
- Keep updated with current laws, regulations, and developments in areas related to maintenance operations and inform employees as needed.
- Knowledge of methods and procedures used to repair and maintain high and low voltage electrical switch-gear equipment.
- Knowledge of theory and principles of traction power, substation, signal, communications , propulsion systems, braking systems and facility power distribution electrical and electronic equipment and circuits.
- Knowledge of principles and practices of electrical installation.
- Knowledge of laws, ordinances, and regulations covering electrical installation, maintenance safety and accident prevention.
- Ability to read and interpret construction plans, specification and electronic, electrical and electromechanical schematics, and diagrams.

Required Software Knowledge and Skills essential to Job Functions:

Proficiency in using computer systems and the listed software applications associated with performance of assigned work is essential. Basic problem solving skills associated with software applications used is expected. Software usage relevant to job duties will be evaluated.

Software applications:

Email, Internet, Microsoft Word, Excel, PowerPoint, and ability to learn the SPEARS maintenance Management System

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Qualifications:

Education/Experience:

Associates Degree/Vocational Training certificate in the Electrical or Electronic technical field and four (4) years of directly related trade experience with a Journeyman electrician license. **OR** High School Diploma or GED Six (6) years of directly related trade experience. Journeyman/Lineman electrical trade experience. A combination of training, education, and experience that is equivalent to the criterion listed above and satisfies the knowledge, skills, and abilities requirements will also be considered. Pass HRT Electrical Maintenance entrance exam with a minimum 85% score. For candidates having five (5) years of directly applicable LRT experience, entrance testing may be waved at the sole discretion of HRT management.

Licenses or Certificates:

Virginia Class B Drivers License or ability to obtain within 3 months of hire. Ability to pass physical examination, Rail Operations Rule Book and DOT physical agility examinations and successfully complete Rail Track Equipment Training/Certification Program. Must meet ongoing educational, training and DOT requirements and maintain On Track Equipment Certification.

FLSA Status:

Exempt

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to perform heavy manual labor, frequently lifting up to 50 pounds and occasionally up to 100pounds with the assistance of applicable equipment or other employees. Ability to meet color and peripheral vision requirements. Must be able to work from heights with the assistance of proper safety equipment. Ability to work in all outdoor weather conditions. Risk of electrical shock.

Unusual Demands:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work involves meeting multiple demands on a timely basis. Duties will require working weekends and Holidays.

This job description summarizes the essential duties required for this position but in no way is inclusive of all duties. Other related duties may be assigned as needed by department head or supervisor. All changes must be requested through the Organizational Development or Human Resources Department.

R. 11/09
Department Review: 10/09