



Metro

Los Angeles County
Metropolitan Transportation Authority

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**EXECUTIVE MANAGEMENT AND AUDIT COMMITTEE
APRIL 17, 2008**

SUBJECT: POSITION UPGRADE AND SALARY APPROVAL

**ACTION: APPROVE UPGRADE AND SALARY FOR DEPUTY EXECUTIVE
OFFICER, WAYSIDE SYSTEMS ENGINEERING AND MAINTENANCE**

RECOMMENDATION

Approve the upgrade of a Deputy Executive Officer, Rail Operations position (pay grade S, \$116,875 - \$175,302) to Deputy Executive Officer, Wayside Systems Engineering and Maintenance (salary grade T, \$121,451 - \$182,208) and approve a salary of \$170,000 for the position.

ISSUES

Board approval is required to upgrade positions and salaries in excess of \$125,000.

RATIONALE

A Deputy Executive Officer (DEO), position was vacated on April 11, 2008. This position was responsible for maintaining power, signals and track. The upgraded position will include both maintenance and engineering responsibilities including design reviews/approvals for all of vital system components necessary to support the operations of existing and future rail lines including Eastside and Expo. Combining management responsibilities for engineering and maintenance of all wayside systems in a single position is an expansion of duties that requires higher levels of technical and managerial capabilities than the DEO, Rail Operations. The vacant position is therefore recommended for upgrade to DEO, Wayside Systems and Engineering. The salary recommended for the position is \$170,000.

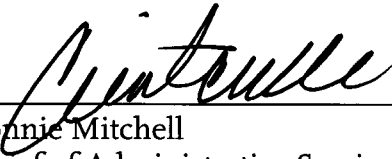
FINANCIAL IMPACT

Funds for the position are included in the FY08 and proposed FY09 budgets in cost center 3930, projects 300022, task 6.1; 300033, task 6.1; 300044, task 6.1; and 300055, task 6.01.

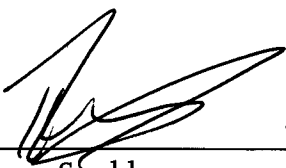
Prepared by: Don Ott, Executive Officer, Administration

ATTACHMENT

Job specification for DEO, Waysides Systems Engineering and Maintenance



Lonnie Mitchell
Chief of Administrative Services



for Roger Shoble
Chief Executive Officer

Job Class Specification

DEO, WAYSIDE SYSTEMS ENGINEERING & MAINTENANCE

Pay Grade H1T

(\$121,451.20 - \$151,840.00 - \$182,208.00)

Basic Function

To plan, direct, and control the management and performance of the activities of the Wayside Systems' Engineering and Maintenance functions within Metro Rail Operations.

Classification Characteristics

This single-position classification is exempt/at will and incumbents serve at the pleasure of the hiring authority.

Supervised by: General Manager, Rail Operations

Supervises: Supervising Engineer, Project Engineer, Wayside Systems Manager, Rail Equipment Maintenance Manager, Senior Administrative Analyst, Administrative Analyst, Assistant Administrative Analyst, Senior Secretary

FLSA: Exempt

Work Environment

With the vision of leading the nation in safety, mobility, and customer satisfaction, Metro's mission is to be responsible for the continuous improvement of an efficient and effective transportation system for Los Angeles County.

In order to achieve the Agency's goals in support of its' mission, potential candidates are required to continuously practice and demonstrate the following work values:

- **Safety** – Safety's 1st for Metro's customers, employees, and business partners. Accidents and injuries are preventable.
- **Employees** – Employees are Metro's most valuable resources and are to be treated with mutual respect and provided opportunities for professional development.
- **Fiscal Responsibility** – Individually and as a team we are accountable for safeguarding and wisely spending taxpayer dollars entrusted to Metro.
- **Integrity** – We rely on the professional ethics and honesty of every Metro employee
- **Innovation** – Creativity and innovative thinking are valued and new ideas are welcomed.
- **Customer Satisfaction** – We strive to exceed the expectations of our customers.
- **Teamwork** – We actively seek to blend our individual talents in order to be the best in the nation.

Examples of Duties

- Provides policy direction to the Wayside Systems Engineering and Maintenance units of Rail Operations, directing the establishment of goals, major priorities, and advising in the development of strategies and resolution of major problems.
- Directs and monitors the activities to ensure peak performance and productivity, as well as conformance with established internal goals and objectives, and mandated external regulations.
- Directs the development, implementation, and management of the unit's work plan and administers the group's work for compliance with authorized budget and schedule.
- Directs engineering technical support for rail design, construction, start-up, testing, activation of systems, pre-revenue, and revenue operations.
- Coordinates with other Engineering management staff to plan and prioritize the Department's work and provides direction for staff assignment to each project.
- Directs engineering in the modification of rail systems and facilities.
- Ensures that work complies with federal and state laws, regulations, and rules.
- Directs operational technical support for rail design, construction, start-up, testing, activation of systems, pre-revenue and revenue operations.
- Directs the development of work scopes, participates in negotiating consultant services contracts and contract changes; coordinates and reviews consultants' engineering design submittals.
- Assists in the overall management of Rail Operations and development of Metro's regional long-range strategic plans.
- Ensures coordination and cooperation of services among assigned departments.
- Chairs and participates in various committees and task forces.
- Formulates policy recommendations for Board of Directors and advises on related issues.
- Represents Metro before the Board of Directors, public agencies, the business community, labor unions, and the public.
- Directs the conducting of studies, investigations, and analyses at the direction of executive staff and Board of Directors, including reports of findings and recommendations.
- Meets with officials on programs, proposals, and related issues.
- Complies with Metro's efficient and effective bill paying standard to ensure project and cost center invoices are paid in a timely manner.
- Oversees, monitors, and adheres to departments/units budget, goals, and schedules which complies to agency-wide fiscal responsibility.
- Develops and delivers quality projects from inception to close-out on time and within scope and budget.
- Communicates Metro's safety vision and goals; oversees the implementation of agency and departmental safety rules, policies, and procedures; and maintaining accountability for safety performance of all subordinate employees.
- Complies with all of Metro's safety rules, policies, and procedures.

Essential Knowledge and Abilities

Knowledge of:

- Theories, principles and practices of rail transportation, facilities maintenance, and wayside systems operations.
- Theories, principles, and practices of design, engineering, maintenance, planning, and activation of rail systems and subsystems including track, traction power and signals.
- Applicable local, state, and federal laws, rules, and regulations governing rail maintenance, operations, environmental, safety, and facilities.
- Public agency procurement procedures and contract administration.
- Public administration.
- Administrative principles and methods, including goal setting, program and budget development and implementation.
- Capital and operating budgets.
- Social, political, and environmental issues influencing transit programs.
- Modern management theory.
- Public agency procurement processes and contract administration.

Ability to:

- Direct the overall operations of major organizational functions.
- Plan, organize, and direct the overall functioning of an engineering and maintenance department
- Determine strategies to achieve goals.
- Plan financial and staffing needs.
- Establish and implement policies and procedures.
- Understand, interpret, and apply related laws, rules, regulations, policies, procedures, budgets, and labor/management agreements.
- Analyze situations, identify problems, implement solutions, and evaluate outcome.
- Exercise judgment and creativity in making decisions.
- Communicate effectively orally and in writing.
- Represent Metro before elected officials and the public.
- Prepare reports and correspondence.
- Interact professionally with various levels of Metro employees and outside representatives.
- Supervise subordinate staff.

Minimum Qualifications

Potential candidates interested in the **DEO, WAYSIDE SYSTEMS ENGINEERING & MAINTENANCE** position **MUST** meet the following requirements:

- Bachelor's degree - Business, Public Administration, Engineering, Architecture, or other related field.
- 5 years' senior-management level experience in facilities engineering design, construction and maintenance of public transit projects or major public agency projects.
- Valid California Class C driver license.
- Master's degree desirable.

Special Conditions

On 24-hour call.

Disclaimer

This job specification is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor.