

Torres Rojas, Genara

FOI # 13166

From:
Sent: Thursday, May 10, 2012 3:40 PM
To: Duffy, Daniel
Cc: Torres Rojas, Genara; Van Duyn, Sheree
Subject: Freedom of Information Online Request Form

Information:

First Name: Marc
Last Name: Galati
Company:
Mailing Address 1:
Mailing Address 2:
City:
State:
Zip Code:
Email Address:
Phone:
Required copies of the records: No

List of specific record(s):
The job descriptions for the Assistant Superintendent and Superintendent of PATH Car Equipment Division.

Daniel D. Duffy
FOI Administrator

May 31, 2012

Mr. Marc Galati

Re: Freedom of Information Reference No. 13166

Dear Mr. Galati:

This is a response to your May 10, 2012 request, which has been processed under the Port Authority's Freedom of Information Code (the "Code") for a copy of the job descriptions for the Assistant Superintendent and Superintendent of PATH Car Equipment Division.

Material responsive to your request and available under the Code can be found on the Port Authority's website at <http://www.panynj.gov/corporate-information/foi/13166-O.pdf>. Paper copies of the available records are available upon request.

Please refer to the above FOI reference number in any future correspondence relating to your request.

Very truly yours,



Daniel D. Duffy
FOI Administrator

CLASS TITLE: Superintendent/CED
PAY PLAN/LEVEL: B-682
DEPARTMENT: ITD/PATH Corp.

I Summary of Responsibilities:

Under the supervision of the Assistant General Superintendent, PATH Maintenance, the incumbent supervises and directs personnel engaged in the cleaning, inspection, maintenance, and repair of all PATH Corporation Rolling Stock. Work is performed with considerable independence within established policy and administrative procedures, but the use of independent technical judgement is required. A broad knowledge of railroad operating and maintenance practices is required. The Superintendent responsible for initiating, coordinating and implementing all study activities, maintenance, training, and all other related programs for the safe and efficient daily operations of the PATH fleet.

II Relationship to Other Classes:

As compared to the higher level Assistant General Superintendent of Maintenance, the incumbent is specifically concerned with the efficient and proper inspection, maintenance, repair and cleaning of all PATH rolling stock.

Compared to lower level Supervisor of Technical Services, the incumbent is responsible for the development and maintaining routine and preventive maintenance programs for all of the Car Equipment Division.

III Essential Functions:

Routine

1. Evaluates the suitability of plans for new rolling stock, facilities and equipment. Recommends modifications to representatives planning unit.
2. Develop plans for acquisition of new rolling stock, shop equipment and shop facilities.
3. Develop plans for the rehabilitation of present rolling stock.
4. Plan and prepare the divisional budget and the facility short and long range plan.

5. Development of on-the-job training programs and establish specialized training courses.
6. Interpret and effectively implement the three labor agreements between PATH and ARSA, BRC and IBT.
7. Maintain a working relationship with public agencies, other transit systems outside contractors and manufacturers involved in construction and maintenance of rolling stock.
8. Develop, analyze and recommend safety improvements at the Division's facilities and procedures in connection with the PATH Safety Program.

Non-Routine/Emergency:

1. Walk in track areas and over third rails to investigate track and train conditions and/or irregularities. This requires climbing on and off of trains and walking on railroad ties, on stone ballast or on metal grating in tunnel environments and in various outside weather conditions.
2. Assist and sometimes give directions to emergency services personnel at an incident scene. This may require climbing, bending, stretching beneath rail cars, pulling, pushing or carrying.

III a) NON-ESSENTIAL FUNCTIONS:

To the extent that the incumbent is physically able to perform such functions he will be required to perform all other duties as assigned.

IV Job Requirements:

- A. Knowledge: The incumbent of this position must possess a thorough knowledge and understanding of the PATH system and operations procedures currently in effect; as well as familiarity with the process of PA/PATH contract and spec. compositions and a thorough knowledge of current technology in the rail transit industry is also required.
- B. Abilities and Skills: Demonstrate the ability to carry out difficult technical assignments independently as well as communicating instructions orally and in writing at a technical level. Candidate must demonstrate the ability to supervise a professional staff on a variety of projects from conception to completion and implementation.

The incumbent must be able to navigate through shop areas containing unclear floors, pits, tracks, equipment, overhead cranes, moving forklifts, and live 3rd rail shoes. Recognize audible and visual warning signals such as whistles, bells, horns, and walking lights. Monitor daily operations on audio monitor/radio.

- C. Physical Effort: Incumbent works primarily in an office environment, sitting behind a desk or computer for extended periods of time; uses telephone, copier, fax, and computers. Incumbent must, on occasion,

travel to field location either by PATH train or automobile. The incumbent must effectively communicate with subordinates in the supervision of the Division, peers and supervisors.

- D. Working Conditions: Office environment, sitting behind desk or computer for extended periods of time. May be required to visit field locations, either by PATH train or automobile.
- E. Licenses and/or Specialized Training: Graduation from a recognized college or university with major course work in personnel administration, business administration or public administration.

CLASS TITLE: Assistant to the Superintendent/CED
PAY PLAN/LEVEL: B/92
DEPARTMENT: ITD/PATH Corporation

I Summary of Responsibilities:

Under the general supervision of the Superintendent, Car Equipment Division, the incumbent provides administrative support to the Division and direction to the field supervisory staff on Administrative, Personnel and Financial matters and supervises and directs staff engaged in secretarial/clerical duties. The incumbent's performance allows the Superintendent the latitude to concentrate on planning, developing and implementing overall control of the inspection, maintenance and cleaning of PATH rolling stock by performing the Administrative functions required by this type of operation.

II Relationship to Other Classes:

As compared to the higher-graded Superintendent, Car Equipment Division, the incumbent is specifically concerned with overall management of administrative, personnel, and financial aspects of the Division operation.

III Essential Functions

1. Prepare written CED administrative correspondence including lost time injury reports, job fitness evaluations, excess absence warnings, hearing notifications, personnel and staffing reports, responses to information requests, editing/rewriting bi-monthly report to Director, M.J.'s and Agenda Items when required and miscellaneous memos/letters under own and Superintendent's signature.
2. Supervise clerical staff engaged in preparation and coordination of purchase orders, memo orders, stock requisitions and other purchase documents. Monitor and ensure compliance with PAI's, department and division procedures, audit requirements, and maintain fiscal responsibility.
3. Maintain effective working relationships with Labor Organizations by correctly administering labor contracts and PATH Book of Rules, discuss with Union leadership matters of contract interpretation, investigating employee complaints and problems and corrective actions required, promote sound interactive PATH/Union relations on matters of mutual concern such as substance abuse, safety, etc. Working with ITD's Labor Negotiation Team on matters of labor agreement and Book of Rules Administration and concerns common to both PATH/PA and the labor organizations.

4. Prepare and monitor Division's financial plans including long and short range expenditures and Division's annual budget. Requires review of prior year's actual expenses, current year's forecasted expenses and budget year estimated expenses based on info from staff as well as prior experience and future trends. Also requires review of monthly actual expenses compared to monthly budgeted expenses and researching and explaining variances.
5. Coordinate Divisional personnel matters with the PA Medical Department requiring frequent telephone contact with Medical staff at WTC and IOD investigations/reports, long term sick absence control and follow-up, liaison with EAP staff regarding CED employees, status of information requests, results of fitness evaluations, etc.
6. Supervise clerical staff engaged in secretarial, payroll and petty cash disbursement duties to ensure efficient handling of responsibilities, compliance to PAI and audit requirements and accuracy of all timekeeping and petty cash documents.
7. Represent CED at meetings at various locations on the PATH system and the WTC to express division viewpoint, receive information, explain division decisions and/or policy, provide back-up info on meeting concerns, etc.
8. Provide administrative direction to Supervisory and Professional staff on matters involving correct application of PAI's, P.A. and PATH policy and procedures, contract interpretation, various administrative allowances and benefits requiring demonstrated interpersonal skills and effective interactive ability.
9. Investigate and recommend new administrative programs, systems, and procedures for the department and develop and implement such programs, systems, and functions as appropriate. Ensure compliance with PAI's, audit procedures, and departmental policies.
10. Serve as administrative liaison with ITD units and staff departments such as Personnel, Management and Budget, Finance, Medical, etc.
11. Coordinate special functions related to Departmental administrative and human resource functions.

III a) Non-Essential Functions

To the extent that the incumbent is physically able to perform such functions, he will be required to perform other duties as assigned.

IV Job Requirements:

A. Knowledge

Incumbent must possess thorough knowledge of P.A. and PATH financial, personnel and administrative policies, a thorough knowledge of the PATH

system and Car Equipment Division operations and business, and knowledge of the ITD organization.

B. Abilities and Skills

Incumbent must possess excellent oral and written communication skills, the ability to perform a variety of responsibilities simultaneously with minimal supervision. The ability to make clear and independent judgemental decisions with sound basis, the ability to perform under stress and adverse circumstances and possess strong interpersonal skills, sensitivity, and composure under possibly adverse conditions, with the ability to interact with a variety of junior to executive level staff. The ability to read, understand and carry out instructions. Visual and color acuity.

The incumbent must be able to navigate through shop areas containing unclean floors, pits, tracks, equipment, overhead cranes, moving forklifts, and live 3rd rail shoes. Recognize audible and visual warning signals such as whistles, bells, screams, horns and walking lights.

C. Physical Effort:

Incumbent works primarily in an office environment, sitting behind a desk for extended periods of time; uses telephone, copier, fax, and computer. The incumbent must effectively communicate with subordinates in the supervision of the Division, peers and supervisors.

Performance of these position responsibilities often require travel from the Harrison work-site to Journal Square Transportation Center, World Trade Center and other off-site areas. This function would involve travel in Port Authority vehicles including vans, trains, ferries and helicopters requiring climbing, walking on ballast and across track areas and in certain undeveloped locations.

D. Working Conditions:

Office and shop floor environment, sitting behind desk or computer for extended periods of time. May be required to visit field locations, either by PATH train or automobile.

E. Licenses and/or Specialized Training:

Graduation from an accredited college or university with supplemental course work in areas of responsibility as required.