



CLASS SPECIFICATION

11/29/2018

DIRECTOR OF AUTOMATED PEOPLE MOVER SYSTEMS, 7266

Summary of Duties: The Director of Automated People Mover Systems plans, coordinates, and directs through subordinate managers, the operations, maintenance, safety, security, administration, customer service and support functions of the Los Angeles World Airports' (LAWA) Automated People Mover (APM), an electric train system at the Los Angeles International Airport (LAX) which is projected to transport 30 million passengers annually; oversees the day-to-day operations of the APM section; monitors the performance of the APM section in delivering a safe, secure, reliable and efficient transportation service; implements business strategies to improve customer experience, financial efficiency and operational effectiveness; applies sound supervisory principles and techniques in building and maintaining an effective work force and does related work.

Class Characteristics: The Director of Automated People Mover (APM) Systems is responsible for the operations and maintenance of the APM; including providing oversight, leadership, and technical guidance to professional and technical staff that operates the APM; oversees the development of budgets and capital programs to meet the APM-related mission of LAWA within Federal, State, and local guidelines; and creates a culture of safety at all levels while providing a high quality of service. The Director of APM Systems directs, through subordinate managers, the overall APM operations and maintenance activities of technical, engineering, and administrative personnel ensuring the APM functions continuously, safely, and securely. Assignments are received in terms of broad objectives, and effectiveness is evaluated by review of results attained.

The Director of Automated People Mover (APM) Systems is distinguished from that of similar classes in the airport transit systems field in that it requires a specialized knowledge of the activities and facilities related to the APM; and is responsible for managing the day-to-day activities and long-term performance, operations, and maintenance of the APM systems.

Examples of Duties:

- Plans, coordinates, and directs, through subordinate managers, the technical design review, construction management through operations, maintenance, and renewal/replacement systems for the APM;
- Oversees the daily operations of the APM, manages the workflow and prioritization of projects, and measures the performance of the section and all related staff while proactively identifying organizational needs/requirements;
- Oversees and manages APM infrastructure throughout the execution of project assignments to ensure project and program requirements are fulfilled, contract cost and schedule requirements are met, and the contract documents and completed work satisfy the high quality standard expected of APM consultants and contractors;
- Manages and participates in the development and implementation of goals, objectives, policies, priorities and budgets related to APM projects, services, and functions, ensuring appropriate staffing, equipment, materials, and supplies;

- Develops, implements, and manages APM-related plans and procedures such as Safety, Maintenance Management Plan, Emergency Preparedness, Warranty, Standard Operating Procedures, Standard Maintenance Plan, audits, reviews and training;
- Develops and implements short- and long-range transit system plans and programs;
- Monitors transit systems and engages proactively in the resolution of potential field issues;
- Reviews any reports of system failures and recommends immediate corrective action;
- Manages and directs safety programs that ensure passenger and employee safety and asset protection through the implementation of infrastructure hardening, operational, technological and coordinating strategies;
- Directs the maintenance of the APM, information systems, and the transit system, equipment technology, capital and operational enhancements;
- Advances LAWA initiatives, with a focus on the impact that decisions have on operations, maintenance, security, budgets, capital investment, sustainability, and customer service and communications activities;
- Acts as liaison between LAWA maintenance, information systems, and finance personnel, consultants/contractors, customers, community groups and other third parties affected by the APM;
- Ensures accountability and compliance with all current and applicable state and federal laws, LAWA policies, procedures, rules and regulations, including their consistent and effective interpretation and application;
- Directs through subordinate managers the coordination of up-to-date information, regarding air carriers, tenants and other special events and occurrences that can potentially affect passenger loads, to avoid interferences with daily operations;
- Evaluates and recommends ongoing improvement of the APM systems efficiency, modifications to system design, and/or system upgrades;
- Compiles and analyzes statistics, and prepares reports and/or recommendations on APM status updates, inspections, maintenance, improvements, new concepts, operational efficiency levels, and system performance monitoring;
- Monitors APM performance and conducts reviews of passenger satisfaction personally and through subordinate staff, ensuring timely responses to passenger inquiries and updates to LAWA executive staff; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications:**Knowledge of:**

- Concepts, principles, capabilities and uses of innovative information systems and technology in support of airport ground passenger transit systems;
- Automated People Mover operations, maintenance, facilities, planning, and process improvements;
- Design, terminology, safety requirements, methods, and materials used in the operation and maintenance of an airport transit system;
- Airport ground transit system operations and maintenance;
- Forecasting and mitigating a potential system error or failures within an airport passenger transit system such as an Automated People Mover;
- Principles and practices of management level supervision including planning, delegating, and controlling the work of technical, administrative, and supervisory staff;
- Theories, principles, and practices of public administration, and budget planning and analysis;
- Pertinent federal, state, and local laws, codes, and regulations as they apply to airport transit system operations;
- Transportation Safety Administration (TSA) Regulations and Public Safety issues;

- Supervisory responsibility for equal employment opportunity as set forth in the City's Equal Employment Opportunity Program;
- City Charter and the City's administrative code, rules, procedures, and policies; and
- City personnel rules, policies and procedures, and memoranda of understanding as they relate to subordinate personnel.

Ability to:

- Plan, direct and supervise the work of professional staff engaged in the management of all operational and maintenance aspects of the APM;
- Organize, direct and evaluate studies and observations to improve APM systems and anticipate future needs;
- Exercise sound managerial judgment with initiative and originality, to obtain effective solutions to comprehensive and varied problems;
- Analyze situations and adopt appropriate, effective, and reasonable courses of action from multiple alternatives and be able to anticipate the impact of such decisions;
- Maintain cooperative relationships, deal tactfully and collaborate effectively with elected and appointed officials at the local, state, and federal agencies, as well as business executives, airline representatives, tenants and leaseholders, regulatory agencies, community/civic organizations, employees, and the public;
- Present technical information and concepts clearly, convincingly, and effectively both orally and in writing to diverse groups including the media;
- Manage conflict, build consensus, and facilitate problem solving and collaboration among various stakeholders;
- Apply advanced project management and program development techniques and principles; and
- Apply sound supervisory principles and techniques.

Requirements:

1. Graduation from an accredited four-year college or university with a degree in an Engineering discipline; and
2. Five years of full-time paid managerial experience with overall responsibility in the development, operations, and maintenance of an airport ground passenger transportation system capital improvement project at a medium or large airport.

Appointment to a position in this class is subject to a one year probationary period as provided by Section 1011 of the City Charter.

License: A valid California driver's license is required.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight, including normal color perception.

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 depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.