

Torres Rojas, Genara

783713225

From:
Sent: Thursday, June 21, 2012 5:25 PM
To: Duffy, Daniel
Cc: Torres Rojas, Genara; Van Duyne, Sheree
Subject: Freedom of Information Online Request Form

Information:

First Name: Jeffrey
Last Name: Caubet
Company: PATH
Mailing Address 1:
Mailing Address 2:
City:
State:
Zip Code:
Email Address:
Phone:
Required copies of the records: Yes

List of specific record(s):

I would like to request copies of the most recent job postings for the positions of Superintendent and Assistant Superintendent of PATH Car Equipment Division. Please include the dates these positions were last posted.
Thank you.

THE PORT AUTHORITY OF NY & NJ

Daniel D. Duffy
FOI Administrator

July 30, 2012

Mr. Jeffrey Caubet

Re: Freedom of Information Reference No. 13275

Dear Mr. Caubet:

This is a response to your June 21, 2012 request, which has been processed under the Port Authority's Freedom of Information Code (the "Code") for copies of the most recent job posting for the positions of Superintendant and Assistant Superintendant 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/13275-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

BULLETIN: MB-05-42
TITLE: Assistant Superintendent
DEPARTMENT: PATH

POST DATE: November 17, 2005
LEVEL: B-96
DIVISION: Car Equipment

This position is located at the Harrison Car Maintenance Facility (HCMF) in Harrison, New Jersey.

JOB DESCRIPTION: Under general supervision of the PATH Car Equipment Division (CED), the successful candidate will: assist in planning and supervising Division personnel activities and develop/implement improved programs, standards and procedures for the inspection, repair, maintenance, overhaul and cleaning of PATH's rolling stock; assist the Superintendent in developing and implementing rolling stock inspection, repair and preventive maintenance programs; plan and direct activities of the Division's professional, technical and clerical employees; maintain effective working relationships with Labor Unions covering CED employees; assist in preparing standard rules, regulations, training programs and operating procedures for operating personnel; develop, analyze and recommend Division safety improvements; establish priorities among rehabilitation and repair projects and allocate manpower and resources based upon those priorities; assist in planning capital projects and expenditures; supervise preparation of the budget five-year long range forecast and manpower schedules; maintain overall budgetary control for the Division; utilize existing criteria to ensure that PATH rolling stock meets all required government and PATH railroad standards; and maintain effective working relationships with public agencies, other transit systems, outside contractors and manufacturers involved in the construction, rehabilitation, inspection, maintenance, cleaning and repair of rolling stock.

In addition to the day-to-day responsibilities described above, the Assistant Superintendent will be involved with significant long range projects such as designing, developing and deploying PATH's new rail car fleet. This will require considerable facility and staffing changes, the development of plans to retire PATH's existing fleet while phasing in new vehicles and the development of new maintenance policies.

POSITION QUALIFICATIONS:

- Must possess at least a Bachelor's Degree from an accredited college or university.

POSITION REQUIREMENTS:

- Broad knowledge of railroad operating and maintenance practices and general knowledge of the PATH system.
- Thorough knowledge of Federal Railroad Administration (FRA) and Association of American Railroad (AAR) requirements.
- Thorough knowledge of transit vehicle operations, maintenance and inspection.
- Knowledge of Port Authority organizational structure, office practices, operating policies and procedures, including budget preparation processes.
- Ability to provide leadership and direction to supervisory and unionized staff with little day-to-day direction.

- Demonstrated experience in prioritizing assignments, handling multiple tasks simultaneously and carrying out a demanding workload of difficult technical assignments on time and within budget.
- Ability to understand and integrate customer service needs into day-to-day decision-making and exceed the expectations of internal or external customers.
- Demonstrated ability to devise and implement innovative and creative solutions for complex administrative/maintenance issues based on sound analytical thinking and strong problem solving skills.
- Working knowledge of specification development and contract administration processes.
- Demonstrated ability to supervise a professional and administrative staff and resolve conflicts.
- Effective interpersonal skills and the ability to deal effectively with all levels of internal staff, external professionals and cross-departmental teams.
- Demonstrated excellent oral and written communication skills, including the ability to write internal reports of a complex nature.
- Applicant's attendance and job performance records will be reviewed in accordance with Port Authority policy. Absences exceeding 4 occasions or 12 days and/or a job performance rating of less than Fully Competent for the period 12 months preceding the publication date of this bulletin may result in exclusion from the selection process.
- Must meet performance and attendance standards and have completed all probationary periods.

NOTE: Selected incumbent must contribute to the Railroad Retirement Pension System.

DESIRABLE:

- Educational major or concentrated studies in Electrical, Mechanical, Industrial Engineering or related degree.
- General knowledge of current technology in the rail transit industry, with emphasis on AC propulsion and networked control packages.
- Preferred knowledge of shop maintenance equipment, tools, terminology, work methods, logistics, FRA requirements and an understanding of safety practices common to the trade.

E-MAIL YOUR UP-TO-DATE RESUME to the your HR Business Partner by the closing date. Please include your employee number and business telephone number. We encourage you to revise or update your resume, if necessary, to include your current work experience and all experiences that address the position requirements.

HR BUSINESS PARTNER: Terence Joyce **EXT.:** 212-435-2831 **CLOSING:** 11/30/05
E-MAIL ADDRESS: tjoyce@panynj.gov

Job Description

Job Title: Superintendent - Car Equipment PATH
Job ID: 10850
Location: Harrison Car Maintenance Facil
Full/Part Time: Full-Time
Regular/Temporary: Regular

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Bulletin Information

TITLE: Superintendent - Car Equipment
LEVEL: B-97
DEPARTMENT: PATH
DIVISION: Car Equipment
POST DATE: 12/23/09
NOTES:

-- This position is located at the Harrison Car Maintenance Facility (HCMF) in Harrison, NJ.

-- If a PA employee is selected for this position they will remain a PA employee (assigned to PATH) and will continue to be enrolled in and accrue time with NYSLRS.

-- This is a railroad position. Selected candidate will be enrolled in Railroad Retirement (not Social Security).

Responsibilities

Reporting to the Director / General Manager - PATH, the selected incumbent will be responsible for setting strategic direction, leading, planning and supervising all Car Equipment Division (CED) personnel and their divisional activities. This division encompasses 240+ employees, a \$40M budget, and a stockroom typically made up of 10,000+ inventoried items valued at approximately \$12 million - all to support the maintenance and repair of PATH's fleet - presently composed of 326 of the oldest heavy railcars in the USA, and in the early stages of replacement with state-of-the-art equipment (currently 42 new cars on the property), to be integrated into the latest Automatic Train Control (ATC) technologies.

Specific Superintendent responsibilities include: establishing project priorities, scheduling manpower, allocating resources and driving shop logistics to rehabilitate and repair PATH's fleet so that the requisite number of railcars are provided to meet scheduled PATH train service on a daily basis; planning and directing activities of the Division's professional, technical and clerical employees while maintaining effective working relationships with Labor Unions covering CED's workforce; developing, analyzing and implementing standardized rules, programs, safety training and CED-related operating procedures to provide for the proper inspection, repair, preventive maintenance, overhaul and cleaning of PATH's rolling stock in accordance with required railroad standards and Federal Railroad Administration (FRA) regulations; supervising CED's budget preparation and expense control processes; and maintaining effective working relationships with other transit systems, outside contractors and manufacturers.

Qualifications

- Must have completed all probationary periods.
- All qualified applicants must currently hold or have previously held a PATH, PA-Assigned-to-PATH, Air Train or an outside agency position in a rapid transit organization where they gained practical experience in the interrelationship between railcar maintenance and railroad operations to deliver passenger, freight or work train service.
- In addition, qualified applicants must have a minimum 10 years progressive management or supervisory experience in a maintenance or operations environment governed by labor agreements, operating rules and outside regulations.
- Bachelor's degree in Business Administration or in a maintenance facility-related Engineering discipline (eg, Mechanical, Electrical, Electronic, Industrial or Transportation Logistics), or a related degree.
- Applicants meeting the rapid transit experience stated above without graduating from college or holding a degree in an unrelated academic discipline will be considered with a minimum 15 years progressive management or supervisory experience in a maintenance or operations environment governed by labor agreements, operating rules and outside regulations.
- Must meet performance and attendance standards and have completed all probationary periods. Applicant attendance and job performance records will be reviewed in accordance with Port Authority policy. Absences exceeding 4 occasions or 12 days and / or a job performance rating of less than Fully Competent or Effective for the period 12 months preceding publication of this bulletin may result in exclusion from the selection process.

POSITION REQUIRMENTS:**THE IDEAL CANDIDATE WILL PRESENT THE FOLLOWING PROFILE:**

- Demonstrated in-depth knowledge of planning, scheduling, implementing and monitoring maintenance management systems, practices and operational procedures.
- Demonstrated knowledge of PA or PATH policies related to effective maintenance management or operational systems and human resources practices.
- Demonstrated experience applying strategic thinking to address the interrelationship between maintenance and operational issues, and applying creative problem solving techniques to solve related problems.
- Demonstrated excellent interpersonal and motivational skills, and experience in successfully working with diverse internal and external employee groups and organizations, including senior management and federal entities.
- Excellent oral and written skills.
- Proficiency using PC based applications, such as MS Word, Excel, PowerPoint and SAP.

How To Apply

Click the Apply Now button. You will then be guided step-by-step through the process for submitting your resume and application. Additional instructions and FAQs regarding applying through Self Service are available at the Career Opportunities page in eNet.

Only those applicants who do not have access to PeopleSoft will be eligible to submit their resume through the following method:

E-MAIL YOUR UP-TO-DATE RESUME to the HR contact listed below by the closing date. Please include the Requisition number, as well as your employee number and business telephone number. If you need assistance, please contact the HR employee listed below.

We encourage you to revise or update your resume, if necessary, to include your current work experience and all experiences that address the position requirements.

Please note that the competency models and a guide entitled "How to Prepare for a Competency Interview" are available on the HRD page of eNet, under Career Opportunities. Candidates who do not have access to eNet should contact their HR Specialist to obtain a hard copy of these materials.

Contact Information

If you have questions, please contact the HR Specialist listed below.

HR SPECIALIST: Terence Joyce
EXT.: 212-435-2831
EMAIL ADDRESS: tjoyce@panynj.gov

Please apply on or before: 1/08/2010

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Superintendent – Car Equipment PATH

About The Port Authority

The Port Authority of New York and New Jersey is a bi-state public agency operating some of the busiest and most important transportation links in the New York / New Jersey region including The Port Authority Trans Hudson Corporation (PATH), the primary transit link between Manhattan and New Jersey communities and suburban commuter railroads.

Responsibilities:

Reporting to the Director / General Manager - PATH, the selected candidate will be responsible for setting strategic direction, leading, planning and supervising all Car Equipment Division (CED) personnel and their divisional activities. This division encompasses 240+ employees, a significant budget, and a stockroom typically made up of 10,000+ inventoried items – all to support the maintenance and repair of PATH's fleet – presently composed of 326 of the oldest heavy railcars in the USA, and in the early stages of replacement with state-of-the-art equipment (currently 42 new cars on the property), to be integrated into the latest Automatic Train Control (ATC) technologies.

Specific Superintendent responsibilities include:

- Establishing project priorities, scheduling manpower, allocating resources and driving shop logistics to rehabilitate and repair PATH's fleet so that the requisite number of railcars are provided to meet scheduled PATH train service on a daily basis.
 - Planning and directing activities of the Division's professional, technical and clerical employees while maintaining effective working relationships with Labor Unions covering CED's workforce.
 - Developing, analyzing and implementing standardized rules, programs, safety training and CED-related operating procedures to provide for the proper inspection, repair, preventive maintenance, overhaul and cleaning of PATH's rolling stock in accordance with required railroad standards and Federal Railroad Administration (FRA) regulations.
 - Supervising CED's budget preparation and expense control processes.
 - Maintaining effective working relationships with other transit systems, outside contractors and manufacturers.
- *This position is located at the Harrison Car Maintenance Facility (HCMF) in Harrison, NJ.*
 - *This is a railroad position. Selected candidate will be enrolled in Railroad Retirement (not Social Security).*

Eligibility Requirements:

- Bachelor's degree in Business Administration or in a maintenance facility-related Engineering discipline (i.e., Mechanical, Electrical, Electronic, Industrial or Transportation Logistics), or a related degree.
- Must have a minimum 10 years progressive management or supervisory experience in a maintenance or operations environment governed by labor agreements, operating rules and outside regulations.
- Applicants meeting the rapid transit experience stated below without graduating from college or holding a degree in an unrelated academic discipline will be considered with a minimum 15 years progressive management or supervisory experience in a maintenance or operations environment governed by labor agreements, operating rules and outside regulations.

Qualifications:***THE IDEAL CANDIDATE WILL PRESENT THE FOLLOWING PROFILE:***

- Must currently hold or have previously held a rapid transit organization position where they gained practical experience in the interrelationship between railcar maintenance and railroad operations to deliver passenger, freight or work train service.
- Demonstrated in-depth knowledge of planning, scheduling, implementing and monitoring maintenance management systems, practices and operational procedures.
- Demonstrated knowledge of policies related to effective maintenance management or operational systems and human resources practices.
- Demonstrated experience applying strategic thinking to address the interrelationship between maintenance and operational issues, and applying creative problem solving techniques to solve related problems.
- Demonstrated excellent interpersonal and motivational skills, and experience in successfully working with diverse internal and external employee groups and organizations, including senior management and federal entities.
- Excellent oral and written skills.
- Proficiency using PC based applications, such as MS Word, Excel, PowerPoint and SAP.

Compensation and Benefits

The Port Authority of New York and New Jersey/Port Authority Trans Hudson offer a competitive salary, an outstanding benefits package and a professional environment that supports development and recognizes achievement.

To Apply:

Interested applicants can apply directly online to this position by visiting www.JoinThePortAuthority.com. Follow the instructions to View Job Postings, type the following reference number **10850** in the Keyword Search box.

Only applicants under consideration will be contacted.

The Port Authority of NY & NJ is an Equal Opportunity Employer