



## GROUP MANAGER, CAPITAL PROJECTS

JC: 000041

PG: 11

BU: 95 (NR)

FLSA: Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general direction, responsible for planning, managing and overseeing various BART capital projects; coordinates project steps with internal and external staff; develops and monitors project budgets; ensures capital projects are in compliance with District policies and procedures; provides highly responsible and complex administrative support to the Assistant Chief Infrastructure Delivery Officer; and performs additional duties as assigned.

### **CLASS CHARACTERISTICS**

This classification is responsible for performing administration of a group under the direction of the Chief or Assistant chief. Classifications at this level assist in guiding the development, preparation, and maintenance of the department's policies, may lead collaborative efforts with other internal departments to develop continuous process improvements, or manage consulting contracts and task orders, and monitor and evaluate staff performance and provide feedback, coaching, and/or positive recognition for department personnel and decision-making may have significant, long-term impact on the organization. This classification is distinguished from the Assistant Chief Infrastructure Delivery Officer in the latter has overall responsibilities for the District's design and construction projects and programs.

### **REPORTS TO**

Assistant Chief Infrastructure Delivery Officer

**EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Supervises and manages the implementation of various capital projects by directly interfacing with the lead BART personnel for each project, other BART departments, outside stakeholders, and design/construction management consultants.
2. Manages the development and implementation of program goals, objectives, policies and priorities for each assigned area.
3. Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resource accordingly.

4. Assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
5. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
6. Plans, manages and coordinates with internal and external project stakeholders to discuss and resolve various project implementation issues.
7. Oversees the management of engineering projects and administration of construction contracts; resolves the most complex design and safety issues; provides contract oversight for consultant services.
8. Oversees the production of contract documents including specifications, manuals, agreements, and related documents.
9. Manages the administration of construction and design/build contracts; develops requests for proposal; evaluates bids; makes recommendations on contract award; negotiates contracts; oversees and administers contracts; ensures appropriate technical, legal, and fiscal controls exist within contracts.
10. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
11. Oversees and participates in the development and administration of the program budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
12. Explains, justifies, and defends programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
13. Provides staff assistance to the Assistant Chief; participates on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
14. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering and construction management.
15. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operations of a comprehensive capital engineering and construction program.
- Principles and practices of program and project management.
- Principles and practices of construction management.
- Principles and practices of contract administration.
- Principles and practices of policy development and administration.
- Methods and techniques of developing engineering and construction specifications, manuals, and related documents.

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- Project funding types and sources.
- Complex design plans and specifications.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Related Federal, State, and local laws, codes, and regulations.

### **Skill in:**

- Managing assigned program area within a comprehensive capital engineering and construction program.
- Developing and administering program goals, objectives, and procedures.
- Analyzing and assessing policies and operational needs and making appropriate adjustments.
- Identifying and responding to sensitive community and organizational issues, concerns and needs.
- Planning, organizing, directing, and coordinating the work of lower-level staff.
- Selecting, supervising, training, and evaluating staff.
- Delegating authority and responsibility.
- Performing complex project management duties.
- Developing engineering plans, specifications, and estimates.
- Identifying project risks and formulating mitigation measures.
- Preparing clear and concise administrative and financial reports.
- Preparing and administering large and complex budgets.
- Conflict resolution and mediation.
- Negotiating agreements with external entities.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Researching, analyzing, and evaluating new service delivery methods and techniques.
- Communicating clearly and concisely, both orally and in writing.

### **MINIMUM QUALIFICATIONS:**

#### **Education**

Possession of a bachelor's degree in engineering, construction management, or a related field from an accredited college or university.

#### **Experience**

Six (6) years of professional (full-time equivalent) verifiable experience in engineering, project management or related experience which must have included at least two (2) years of management experience.

#### **License or Certificate**

Registration as a Professional Engineer in the State of California preferred.

#### **Substitution**

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

#### **Other Requirements**

May require work outside of normal business hours.

**WORKING CONDITIONS**

Environmental Conditions

Office environment; exposure to computer screens.

Physical Conditions

Walking, standing, or sitting for prolonged periods of time.

**BART EEO-1 Job Group:** 0500 – Executives/Managers  
**Census Code:** 0300 – Architectural/Engineering Managers  
**Safety Sensitive:** No

**CLASSIFICATION HISTORY**

**Created:** August 2002  
**Revised:** June 2019  
**Revised:** October 2023