



## CORE CAPACITY PROGRAM MANAGER

JC: 000277

PB: 9

FLSA: Exempt

BU: 95 (NR)

Created: June 2019

*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, manages and administers the District's Core Capacity Program and ensures that all steps in the process are fully reviewed through BART's executive level and complies with Capital Investment Grant Program and other applicable regulations; reviews, designs, provides construction management and contract support, and coordinates with other departments; performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This administrator level classification manages major engineering construction or equipment acquisition projects from conceptual planning through completion throughout the District whether accomplished by contract or by District staff and is accountable for furthering District goals and objectives within general policy guidelines. This classification is distinguished from the Engineering Division Manager classification in that the latter is responsible for the operations and activities of a specified engineering division.

### **REPORTS TO:**

Deputy Director, Group Manager, Engineering Manager or designee.

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

1. Manages the creation, production and review of complex program documents (environmental, financial, cost, risk, schedule, project management, quality, and others) required by the Federal Transit Administration in a variety of subject areas to satisfy Federal program requirements.
2. Develops and directs the implementation of goals, objectives, policies and procedures in assigned project areas.
3. Plans, organizes, assigns, reviews and evaluates the work of assigned District and contract staff; manages and directs the work of contract consultants.
4. Directs or participates in the preparation and review of designs, plans, specifications and cost estimates; ensures specifications and contract requirements comply with District standards and policies.

5. Advocates for internal solutions to issues and problems that may hinder progress through FTA's process and implementation of the program.
6. Oversees contractor and consultant contracts; develops scope of work; prepares request for proposal; reviews proposals and makes recommendation on selection; assists in contract negotiation and preparation; monitors work activities to ensure compliance with contractual obligations.
7. Prepares cost estimates; prepares and monitors project schedules and budgets; conducts field inspections as required; monitors work in progress; writes, approves, negotiates and executes contract changes; authorizes contract payments upon project completion.
8. Serves as liaison and spokesperson for the program and its goals to other agencies and to professional organizations and community groups.
9. Provides responsible staff assistance for higher level management staff on projects and related matters.
10. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering design and construction.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of engineering disciplines in assigned project area
- Principles and practices of engineering design and construction in assigned project area
- Principles and practices of project management
- Principles and practices of contract administration
- Principles and practices used in the preparation of designs, plans, specifications and cost estimates
- Principles and practices of strategic planning
- Methods and techniques of coordinating and scheduling project work
- Methods and techniques of contract negotiation
- Principles and practices of procurement
- Principles and practices of budget development and administration
- Principles of supervision, training and performance evaluation
- Current office procedures, methods and equipment including computers
- Related Federal, State and local codes, laws and regulations

### **Skill/Ability in:**

- Managing, supervising and coordinating assigned projects
- Developing and implementing project goals, objectives and procedures
- Planning, organizing, directing, and coordinating the work of professional staff and contract consultants
- Planning, organizing, scheduling, monitoring and reviewing project work
- Managing project design concepts and solutions
- Managing and reviewing project budget analysis, calculations and cost estimates
- Preparing designs, plans, specifications and cost estimates
- Directing or conducting contract negotiations

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- Conducting field inspections
- Developing and administering project budgets
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals
- Interpreting and explaining established policies and procedures for assigned District projects
- Preparing clear and concise reports
- Operating office equipment including computers and supporting word processing and spreadsheet applications
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

### **MINIMUM QUALIFICATIONS**

#### **Education:**

Bachelor's degree in Urban Planning, Transportation, or a related field from an accredited college or university.

#### **Experience:**

Five (5) years of professional verifiable experience in construction management, engineering project management or related experience.

#### **Substitution:**

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

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office environment; exposure to computer screens; field environment; travel from site to site.

#### **Physical Conditions:**

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; Must possess sufficient physical mobility to inspect construction in progress or review other projects.

**BART EEO-1 Job Group:** 0500 – Executives/Managers  
**Census Code:** 0430 – Miscellaneous Managers  
**Safety Sensitive:** No