



ASSISTANT CHIEF DESIGN AND CONSTRUCTION OFFICER

JC: 000340

PB: 12

BU: 95 (Non-Rep)

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, plans, implements and manages the activities and operations of extensions projects, contract administration, project finance and administration, new vehicles, systems integration, all other capital program areas, and any other work related to assigned areas; provides highly responsible and complex administrative support for the Chief Design and Construction Officer; and performs other duties as assigned.

CLASS CHARACTERISTICS

This full managerial level classification is responsible for managing, through subordinate managers, assigned capital programs and extension projects. The classification will utilize best practices in engineering, project management and asset management activities to ensure departmental goals and objectives are met and District goals and objectives are achieved. This classification is distinguished from the Chief Design and Construction Officer in that the latter has overall responsibility for directing all capital programs and extension projects assigned to the group.

REPORTS TO

Chief Design and Construction Officer

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

1. Assists the Chief Design and Construction Officer in planning, directing, managing and overseeing portfolio of projects and policies, including staff and consultants, related to districtwide design and construction programs and projects including extension projects, contract administration, project finance and administration, systems integration, capital program areas, and other work of the office.
2. Manages Capital portfolio of large-sized capital programs, extension construction projects, contract administration, project finance and administration, systems integration, and strategic planning.
3. Ensures quality customer service to the public, stakeholders, and other BART departments.
4. Participates in the development and implementation of executive office and assigned service area goals, objectives, policies and priorities.
5. Advises the Chief Design and Construction Officer on the establishment, within District policy, of

appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.

6. Oversees the delivery of services; works with key staff to identify and resolve problems.
7. Assesses and monitors work loads, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; recommends and implements changes.
8. Oversees and manages assigned projects including setting policies, goals and objectives and determining priorities to meet those objectives.
9. Oversees the work of consultants on extension projects; evaluates project changes and estimated costs.
10. Oversees and coordinates consultant contract administration; resolves disputes with construction contractors and assists in the negotiation of major change orders.
11. Participates in the selection and evaluation of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies.
12. Provides feedback about the development and administration of the budget for assigned programs.
13. May represent the Office to other executive staff, departments, elected officials and outside agencies.
14. Coordinates assigned activities with those of other departments and outside agencies and organizations.
15. Provides staff assistance to the Chief Design and Construction Officer and the Assistant General Manager, Design and Construction; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
16. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public transportation development services.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a comprehensive, public rail transportation system and development program.
- Operations of a comprehensive multi-disciplined design, construction or planning program and projects
- Principles and practices of civil, electrical, and mechanical engineering
- Principles and practices in architectural design
- Principles and practices of policy development and administration

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- Principles and practices of construction contract administration
- Principles and practices of budget preparation and administration
- Principles of supervision, training and performance evaluation
- Principles and practices of transit system maintenance
- Principles of project scheduling and management
- Principles and practices of submitting engineering plans and drawings for approval
- Principles of preventive maintenance planning
- Principles relating to safety of fleet and maintenance activities
- Current office procedures, methods, and equipment including computers
- Related Federal, State and local laws, codes and regulations

Skill in:

- Participating in the management of a comprehensive public rail transportation system new development program including the structures and systems engineering, construction, financial and administrative program areas
- Participating in the development of executive office and assigned departmental goals, objectives and procedures
- Analyzing and assessing programs, policies and operational needs and making appropriate recommendations
- Identifying and responding to sensitive community and organizational issues, concerns and needs
- Planning, organizing, directing and coordinating the work of lower level staff
- Delegating authority and responsibility.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals
- Researching, analyzing and evaluating new service delivery methods and techniques
- Overseeing and managing assigned transit construction and extensions projects
- Administering contractor and consultant contracts
- Collaborating and negotiating with internal and external partners, and stakeholders, and consultants / contractors
- Preparing clear and concise administrative and financial reports
- Interpreting and applying applicable Federal, State and local policies, laws and regulations
- 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 Business Administration, Engineering, Planning or closely related field from an accredited college or university.

Experience

The equivalent of seven (7) years of full-time professional verifiable experience in engineering, project management or related experience, which must have included at least three (3) of management responsibility.

Substitution

Additional experience as outlined above may be substituted for the education on a year-for-year basis.

WORKING CONDITIONS

Environmental Conditions

Office environment; field environment; construction site environment; exposure to heat, cold, moving vehicle, electrical energy and inclement weather conditions.

Physical Conditions

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

BART EEO-1 Job Group: 0500 – Executive/Managers
Census Code: 0160 – Transportation Managers
Safety Sensitive: No

CLASSIFICATION HISTORY

Created: December 2021