



## MANAGER OF FLEET AND CAPACITY PLANNING

FC: FF290  
PB: 09  
FLSA: Exempt

PC: 930  
BU: 95 (Non-Rep)  
Created: February 2003  
Revised: June 2, 2009

*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**

Develops, plans, manages, oversees, defines and provides defines analysis for capital investments and operating measures necessary to expand the District's capacity to serve anticipated growth in ridership during the short to long term future; coordinates project activities with other departments, divisions and external agencies and organizations; provides projections of financial and budgetary information to managers; manages project resources required to develop, create and implement new projects; provides responsible and complex analysis support to the Department Manager , Operations Planning; and performs related duties as assigned.

### **CHARACTERISTICS**

This class manages analysis for major projects from conceptual planning through completion throughout the District whether accomplished by contract or by District staff. Project areas may include general systems or operational analyses; development of performance standards; rail car procurement and rehabilitation, construction, expansion and rehabilitation of stations, maintenance facilities, track or system extensions, automated fare collection system, transit systems and structures design and construction. The incumbent is accountable for furthering District goals and objectives within general policy guidelines.

### **REPORTS TO**

This position reports to Department Manager, Operations Planning

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

1. Manages the development of projects within the District; defines project scope; develops material and labor budgets; determines project's schedule in conjunction with engineering staff and management.
2. Develops and monitors project budgets and schedules, performance characteristics, financial plans, cash flows, reporting requirements and specification changes; evaluates project status against original budget; determines and reports variances.

## **Manager of Project Analysis**

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3. Develops and directs the implementation of goals, objectives, policies and procedures in assigned project areas.
4. Plans, organizes, assigns, reviews and evaluates the work of assigned District and contract staff; selects, manages and directs the work of contract consultants.
5. 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.
6. Reviews project design and construction costs; assesses project costs against actual budget; reports variances; develops information that outlines project impact.
7. Monitors project progress during implementation; prepares management reports and presentations on current projects.
8. Directs, coordinates and reviews the work plan for assigned services and activities; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures.
9. Develops procedures, performs studies or coordinates projects as requested.
10. Serves as the project liaison with other divisions, departments and outside agencies; negotiates and resolves projects issues.
11. Provides responsible staff assistance for higher-level management staff on projects and related matters.

## **QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of project management.

Principles and practices used in preparation of design, plans, specifications and cost estimates.

Principles and practices of procurement.

Principles and practices of budget development and administration.

Principles and practices of supervision, training and performance evaluation.

Principles and practices of engineering, and transportation planning.

Principles and practices of cost accounting, cost estimating and financial analysis.

Principles and practices of project development and administration.

Methods and techniques of statistical and economical analysis.

Methods and techniques of developing and analyzing computerized financial planning models.

Modern office procedures, methods and equipment including computers.

Related Federal, State and local laws, codes and safety regulations.

### **Skill in:**

Planning, organizing, assigning, directing, reviewing and evaluating the work of assigned professional staff.

Developing engineering, financial, and project budgets and schedules.

## **Manager of Project Analysis**

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Performing financial analysis and analyzing complex financial information.

Preparing, tracking, and interpreting engineering and construction cost estimates, budgets, forecasts and schedules.

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.

### **Other Requirements:**

Must possess a valid California driver's license and have a satisfactory driving record.

Must have sufficient physical ability to stand, walk, and sit for prolonged periods of time.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

A Bachelor's degree in engineering, economics, finance, accounting, business administration, public administration, or a closely related field from an accredited college or university.

#### **Experience:**

Five (5) years of (full-time equivalent) verifiable professional financial planning project analysis experience which must have included at least two (2) years of administrative and/or supervisory responsibility.

#### **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**

Exposure to computer screens; office/field environment.

#### **Physical Conditions**

Requires maintaining sufficient physical ability to stand, walk or sit for prolonged periods of time.

**EEOC CODE: 02**