



## PROJECT SUPPORT MANAGER

**JC:** EF451  
**PB:** I  
**FLSA:** Exempt

**BU:** 31 (AFSCME)  
**Created:** January 1, 1999  
**Revised:** February 12, 2007

*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

Manages the capital project control and administration activities of Transit System Development; reports capital project financial and budgetary information to senior and project managers; tracks, interprets and analyzes engineering and construction contract costs and schedules; and performs related duties as assigned.

### CLASS CHARACTERISTICS

This class is responsible for managing the engineering project control and administration activities of Transit System Development.

### REPORTS TO

This position reports to the respective group manager in Transit System Development.

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

1. Manages the capital project control and administrative support activities of Transit System Development and West Bay Extension including construction contract administration, project control, and capital and operating budget development, monitoring and reporting.
2. Reviews project design and construction costs; assesses project costs against actual budget; report variances; develops information which outlines project impact.
3. Participates in the development and implementation of goals, objectives, policies and priorities; recommends and implements resulting policies and procedures.
4. Directs, coordinates and reviews the work plan for assigned services and activities; assigns work activities and projects; monitors workflow; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
5. Coordinates the work activities of assigned personnel from other departments to provide support to Project Managers on extension projects.
6. Develops and administers engineering and professional contracts and agreements; monitors and analyzes contract expenditures.

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7. Develops and monitors extension project budgets, financial plans, cash flows, reporting requirements and specification changes; prepares budget and capital labor reports.
8. Coordinates and oversees funding agency contracts; develops reporting schedule; oversees reporting activities; ensures all contract activities comply with funding agency requirements.
9. Develops automated tracking systems for effective project control; coordinates project control needs with outside agencies and other District departments.
10. Develops Federal and State grant applications and status reports; tracks and reports on Disadvantaged Business Enterprise participation.
11. As assigned, oversees insurance programs in assigned area; ensures all programs are administered in compliance with District standards and regulations.
12. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
13. Represents the District in meetings with representatives of government agencies, transit and professional organizations and the public.
14. Conducts or directs analytical studies; develops and reviews report findings, alternatives and recommendations.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices and methods of engineering and construction project control and administration including budgeting and scheduling
- Principles and practices of cost estimating, cost accounting and financial analysis
- Applicable engineering and construction terminology and concepts
- Principles and practices of contract administration
- Methods and techniques of contract development
- Funding and regulatory policies and procedures of various agencies
- Modern office procedures, methods and equipment including computer
- Current in Federal, State and local laws, codes and regulations.

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

- Planning, organizing, assigning, directing, reviewing and evaluating the work of assigned lower-level Staff
- Selecting, supervising, training and evaluating staff
- Developing engineering and construction project budgets and schedules
- 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

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- 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:**

Possession of a Bachelor's degree from an accredited college or university in Engineering or a closely related field.

#### **Experience:**

The equivalent of four (4) years of full-time verifiable (full-time equivalent) verifiable experience in engineering project financial program administration and control which must have included at least one (1) year of management and/or supervisory experience.

#### **Substitution:**

Additional professional experience in engineering project financial program administration and control may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office environment; exposure to computer screens.

#### **Physical Conditions:**

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

**BART EEO-1 Job Group:** 0500 - Executives/Managers

**Census Code:** 0430 - Miscellaneous Managers

**Safety Sensitive:** No