



FACILITIES/UTILITY LOCATION COORDINATOR

FC: REA000021
PB: 07
FLSA: EXEMPT

PC: 890
BU: 31 (AFSCME)
Created: November 28, 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

Develops, implements and administers the District's Subsurface Installation Locator Program to comply with Senate Bill 1359; provides highly complex administrative and technical support to the Department Manager, Real Estate and Right of Way Management; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class develops and maintains a comprehensive District program with strict, legally mandated performance, scheduling and indexing requirements. The incumbent is responsible for accomplishing program goals and objectives within general policy guidelines.

REPORTS TO

This position reports to the Department Manager, Real Estate and Right-Of-Way Management or a designated supervisory position.

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

1. Assists in the formulation of policies and procedures to address and accomplish all the responsibilities and requirements of the District's Subsurface Installation Locator Program.
2. Assists in the development, implementation, maintenance, and administration of a computerized, fully indexed information/data management system of BART facilities and utilities locations (past/inactive, current and anticipated) to document and track; locates requests and provides utility documentation and document field locations; uses existing records and standard locating techniques other than excavating, such as utility locate devices for field verification of locations in accordance with Underground Service Alert (USA) North standard conventions.
3. Maintains full records of all transactions with USA North and excavators relating to location requests in accordance with USA North requirements and State and Federal regulations; documents any previously unknown or mislocated utility that is discovered during a location request or excavation and initiates the process to rectify the omission or correct the error in BART documentation; resolves conflicts arising from the unknown facility.

4. Liaises with developers, excavators, and USA North to facilitate the gathering of information on subsurface facilities in the proposed project/excavation site; notifies excavators of the existence of any high priority subsurface installation prior to the excavation start date and time; conducts onsite meeting with the excavator to determine actions or activities required to verify the location of the high priority subsurface installations prior to the start time of construction/excavation.
5. Determines equipment and material needs for each assignment; prepares and tests equipment; researches and acquires plans, blueprints, drawings and other related documentation required for each project; estimates utility location schedules and costs; coordinates utility location activities including project prioritizing and scheduling; conducts field meetings, site familiarization, and site background surveys/orientation; develops work plans and conducts excavator negotiations and briefings.
6. Initiates and coordinates work of internal and external staff to meet schedules and deadlines.
7. Formulates project/contract requirements and specifications; prepares procurement requisitions and professional services agreements; participates in consultant selection; and supervises outside consultants/contractors on utility location projects beyond the scope of internal resources; forecasts predictable work load fluctuations and develops contingency plans that will not limit acceptance of Locate requests.
8. Coordinates various activities between different BART departments and outside agencies regarding utilities location and facilities management.
9. Develops and implements a quality assurance program for monitoring the locating and marking of subsurface utilities.
10. Reviews and makes approval recommendations for concessionaire construction plans specifically in, but not limited to, the areas of possible utilities and facilities conflict.
11. Monitors demolition/construction activities and building and material moves for compliance with District and statutory regulations.
12. Assists in the negotiation, coordination, direction, review and administration of consultant contracts for Real Estate and Right-Of-Way Management services to include but not limited to property appraisals, acquisitions, leases, title research relocations and technical (Surveys, mapping, etc) services.
13. Negotiates and/or supports real property transactions with public and private sector partners, including but not limited to: special entrance and other transit oriented commercial lease/rental/development/repair/maintenance agreements; preparation of letters of offer and/or appraisal and securing of deeds and purchase contracts; relocation operations; land requirement/use studies; negotiations and review of transit associated development and concessionaire plans and permits and preparation of detailed specifications and requests for proposals.

QUALIFICATIONS

Knowledge of:

Principles and practices of project management and records/document management.
Principles and practices of developing, implementing and administering independent programs.
Implementing and administering a computerized database tracking system.
BART facilities/property/concessions construction/Right of Way management procedures.
Regulations pertaining to utility encroachment.
Computer operations including database, spreadsheet, word processing and image management programs.

Skill in:

Establishing and maintaining effective working relationships with those contacted in the course of work including contractors, engineers, other agencies, government entities, District personnel and the general public.
Interacting effectively with construction and engineering professionals to provide guidance and resolve problems.
Preparing complete and comprehensive reports
Communicating and presenting plans, ideas and concepts clearly and effectively, both orally and in writing.
Developing strategies to achieve division and program goals, and adapting strategies to meet changing conditions.
Organizing, planning, scheduling, undertaking multiple projects simultaneously and managing competing demands.
Adapting to changes in the work environment, and changing approach or method to best fit the situation and dealing constructively with frequent changes, delays, and/or unexpected events.
Ensures proper and safe use of tools and equipment.
Computer operations and use of database, spreadsheet and word processing programs.
Synthesizing complex or diverse information, collecting and researching data, using intuition and experience to complement data, designs work flows and procedures.
Identifying and resolving problems in a timely manner, gathering and analyzing information skillfully and in developing alternative solutions.
Managing clients, including contractors, District employees and other agency employees, in order to meet mandated deadlines and meet commitments.
Making timely decisions, exhibiting sound and accurate judgment reinforced with a willingness and ability to support and explain the reasoning process behind the decisions.
Observing safety and security procedures and using equipment and materials properly.
Negotiating terms and agreements.
Analyzing, interpreting, explaining, applying and monitoring technical and regulatory policies and procedures.

MINIMUM QUALIFICATIONS

Education:

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

Experience:

Four (4) years of (full-time equivalent) verifiable professional design, construction, engineering or project management experience, which must have included at least two (2) years of experience in specifying and administrating a relational database system. Professional public real estate experience is desired.

Other Requirements:

Must possess a valid California driver's license.

Must be able to successfully complete utility location and safety courses as well as successfully complete training on any specialized sub-surface utility location equipment and various other software programs that may be determined, at a later date, to be necessary.

Must be available to work overtime and on weekends from time to time in order to meet mandated deadlines.

Must be physically able to conduct field work in inclement weather from time to time.

Must be able to use personal vehicle for transportation to field work sites.

Substitution:

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

WORKING CONDITIONS

Environmental Conditions:

Office environment; field environment; exposure to computer screens; exposure to inclement weather conditions.

Physical Conditions:

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

BART EEO-1 Job Group: 3500 - Professionals

Census Code: 0710 - Management Analysts

Safety Sensitive: N