



GROUP MANAGER, ELECTRICAL AND MECHANICAL ENGINEERING

JC: EF223
PB: 11
FLSA: Exempt

BU: 95 (NR)
Created: May 2006
Revised: 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 direction, plans, directs, manages and oversees the design and construction activities and operations within the Maintenance and Engineering Department including engineering design and maintenance for all existing BART Electrical, Traction Power, and Mechanical Divisions; manages major special engineering projects throughout the District including contracted professional engineering, construction and maintenance services; coordinates assigned activities with other departments and outside agencies; provides complex administrative support to the Chief Engineer; and performs related duties as assigned.

CLASS CHARACTERISTICS

This Deputy Director level classification is responsible for performing administration of a department under the direction of the Director or Executive category. Classifications in this category assist in guiding the development, preparation, and maintenance of the department's policies, may lead collaborative efforts with other internal departments to develop continuous process improvements, or manage consulting contracts and task orders, and monitor and evaluate staff performance and provide feedback, coaching, and/or positive recognition for department personnel and decision-making may have significant, long-term impact on the organization. This classification is distinguished from the designated Assistant Chief Engineering Officer in the latter has overall responsibilities for directing all District engineering functions.

REPORTS TO

Assistant Chief Engineering Officer or designee.

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

1. Assumes full management responsibility for Electrical, Traction Power, and Mechanical Divisions including engineering design and maintenance; manages major special engineering projects throughout the District including contracted professional engineering, construction and maintenance services; recommends and administers policies and procedures.
2. Manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned Engineering Division.

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3. Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Plans, directs and coordinates, through subordinate level staff, the Maintenance and Engineering Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
5. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
6. Oversees the administration of construction contracts, special engineering projects, and major engineering contract design projects; resolves the most complex design and safety issues; responds to emergency situations to safe operation of District's track and structures.
7. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
8. Oversees and participates in the development and administration of the departmental budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
9. Explains, justifies and defends departmental programs, policies and activities; negotiates and resolves sensitive and controversial issues.
10. Represents the Maintenance and Engineering Department to representatives of manufacturers, vendors, governmental agencies and professional and business organizations; coordinates assigned activities with those of other departments and outside agencies and organizations.
11. Provides staff assistance to the Assistant Chief M&E Officer; participates on various District management committees; prepares and presents staff reports and other necessary correspondence.
12. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering.

QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of a comprehensive multi-disciplinary engineering design and special projects program
- Principles and practices of design engineering
- Principles and practices of electrical, mechanical, and power systems engineering
- Principles and practices of project scheduling and management
- Principles and practices of program development and administration
- Principles and practices of engineering project contract administration
- Design, installation, operation and modification of heavy rail transit facilities and equipment
- Principles and practices of earned value management and value engineering

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- Principles and practices of policy development and administration
- Principles and practices of budget preparation and administration
- Principles of supervision, training and performance evaluation
- Current office procedures, methods, and equipment including computers
- Related Federal, State and local laws, codes and regulations

Skill/Ability in:

- Managing a comprehensive multi-disciplinary major engineering and maintenance projects program
- Developing and implementing complex design and equipment acquisition schedules
- Developing and administering departmental goals, objectives and procedures
- Analyzing and assessing policies and operational needs and making appropriate solutions
- Identifying and responding to sensitive community and organizational issues, concerns and needs.
- Delegating authority and responsibility
- Selecting, supervising, training and evaluating staff
- Preparing and presenting clear and concise administrative and financial reports
- Preparing and administering large and complex budgets
- 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 mechanical or electrical engineering or related field from an accredited college or university.

Experience:

Six (6) years of professional (full-time equivalent) verifiable professional experience in electrical or mechanical engineering preferably in design and maintenance of high voltage electrical systems and major professional engineering functions or projects which must have included at least two (2) years of management and administrative experience.

License or Certificate:

Registration as a Professional Engineer in the State of California.

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

Physical Conditions:

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May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time. Must possess sufficient mobility to perform field inspections and investigations.

BART EEO1- Job Group: 0500 – Executives/Managers

Census Code: 0300 – Architectural and Engineering Managers

Safety Sensitive: No