



GROUP MANAGER, SEISMIC RETROFIT CAPITAL PROGRAM

FC: EF124
PB: 12

PC: 960
BU: 95
December 2000

*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

Plans, directs, manages and oversees the activities and operations of the Seismic Retrofit Capital Program within Transit System Development including all services for the development and implementation of the seismic retrofit program; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the Executive Manager, Transit System Development; and performs related duties as assigned.

CLASS CHARACTERISTICS

Positions in this class manage, through subordinate supervisory and professional staff, activities related to the capital program. Incumbents manage and direct multiple projects within assigned area of responsibility and are accountable for accomplishing departmental goals and objectives. This class is distinguished from the Executive Manager, Transit System development in that the latter has overall responsibility for all engineering and management functions related to the capital program.

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

1. Assumes full management responsibility for all seismic retrofit program services and activities including seismic retrofit criteria development and implementation and vulnerability analysis; recommends and administers policies and procedures.
2. Manages the development and implementation of program goals, objectives, policies and priorities for the program.
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.

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4. Plans, directs and coordinates, through subordinate level staff, the Seismic Retrofit Capital Program'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. Provides contract oversight for consultant services.
7. Manages and oversees seismic criteria development; provides support in resolving complex systems and operational issues.
8. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
9. Oversees and participates in the development and administration of the program budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
10. Explains, justifies and defends programs, policies and activities; negotiates and resolves sensitive and controversial issues.
11. Represents the Seismic Retrofit Capital Program to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
12. Provides staff assistance to the Executive Manager, Transit System Development; participates as necessary on a variety of boards, commissions and committees; prepares and presents reports and presentations and other necessary correspondence.
13. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of seismic retrofit.
14. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

Operations of a comprehensive seismic retrofit development program.
Elements of a comprehensive system wide vulnerability study.
Principles and practices of policy development and administration.
Principles and practices of design and construction management.

Principles and practices of contract administration.
Principles and practices of budget preparation and administration.
Principles of supervision, training and performance evaluation.
Related Federal, State and local laws, codes and regulations.

Skill in:

Managing a comprehensive and complex program.
Developing and administering program goals, objectives and procedures.
Analyzing and assessing policies and operational needs and making appropriate adjustments.
Identifying and responding to sensitive community and organizational issues, concerns and needs.
Delegating authority and responsibility.
Selecting, supervising, training and evaluating staff.
Researching, analyzing and evaluating delivery methods and techniques.
Preparing 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:

A Bachelor's degree in engineering or a closely related field from an accredited college or university.

Experience:

Six (6) years of (full-time equivalent) verifiable experience in structures and seismic retrofit and design, which must have included at least three (3) 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; field environment; construction site environment; exposure to noise, dust, grease, smoke, fumes, gases, heat, cold, and inclement weather conditions.

Physical Conditions:

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

EEOC Code: 01

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