



PROJECT MANAGER, ACCESSIBILITY

JC: 000258

PB: 9

FLSA: Exempt

BU: 95 (NR)

Created: 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 general direction, manages the District's Accessibility Improvement Program by managing design and construction projects; creates scopes, budgets and schedules and manages design and construction management teams; provides accessibility guidance and serves as BART's accessibility resource; performs related duties as assigned.

CLASS CHARACTERISTICS

This administrator level classification manages major engineering construction or equipment acquisition projects from conceptual planning through completion throughout the District whether accomplished by contract or by District staff and is accountable for further District goals and objectives within general policy guidelines. Positions at this level provide exceptional expertise in a specialized program area and typically independently represent the organization, are subject matter experts possessing highly specialized knowledge, skills, abilities, and experience, and are responsible for a specialty program area that has a major impact on the organization. This classification is distinguished from the District Architect in the latter is responsible for managers, all activities throughout the District related to architectural guidelines, criteria and standards, capital programs, facilities renovation, civil/structural engineering and construction, and documentation and configuration control.

REPORTS TO:

District Architect or designee.

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

1. Manages BART's Accessibility Improvement Program's engineering design and construction projects or programs in assigned areas from conceptual design through completion; project areas may include rail car procurement and rehabilitation, stations construction and rehabilitation, automated fare collection, and transit systems and structures design and construction.
2. Develops and directs project work standards from design through final program and equipment acceptance.
3. Develops and directs the implementation of goals, objectives, policies and procedures in assigned project areas.

Project Manager, Accessibility

Page 2

4. Plans, organizes, assigns, reviews and evaluates the work of assigned District and contract staff; 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. Identifies equipment or systems needs on assigned projects; evaluates functional requirements; reviews vendor and manufacturer design and specifications on project equipment and materials; coordinates equipment procurement and testing activities; oversees equipment installation.
7. As assigned, oversees contractor and consultant contracts; develops scope of work; prepares request for proposal; reviews proposals and makes recommendation on selection; assists in contract negotiation and preparation; monitors work activities to ensure compliance with contractual obligations.
8. Manages design and construction management teams.
9. Performs construction project management duties; prepares cost estimates; prepares and monitors project schedules and budgets; conducts field inspections as required; monitors work in progress; writes, approves, negotiates and executes contract changes; authorizes contract payments upon project completion.
10. Serves as the project liaison with other divisions, departments and outside agencies; negotiates and resolves project issues.
11. Provides responsible staff assistance for higher level management staff on projects and related matters.
12. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering design and construction.
13. Facilitates training workshops for District staff and consultants.
14. Oversees and directs maintenance of District wide Braille Station Signage – Accessibility Policy Committee, Platform Edge Warning Tile Standards.

QUALIFICATIONS

Knowledge of:

- Principles and practices of engineering disciplines in assigned project area
- Principles and practices of engineering design and construction in assigned project area
- Principles and practices of project management
- Principles and practices of contract administration
- Principles and practices used in the preparation of designs, plans, specifications and cost estimates
- Principles and practices of strategic planning
- Methods and techniques of coordinating and scheduling project work
- Methods and techniques of contract negotiation

Project Manager, Accessibility

Page 3

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

Skill/Ability in:

- Managing, supervising and coordinating assigned projects
- Developing and implementing project goals, objectives and procedures
- Planning, organizing, directing, and coordinating the work of professional staff and contract consultants
- Planning, organizing, scheduling, monitoring and reviewing project work
- Managing project design concepts and solutions
- Managing and reviewing project budget analysis, calculations and cost estimates
- Preparing designs, plans, specifications and cost estimates
- Directing or conducting contract negotiations
- Conducting field inspections
- Developing and administering project budgets
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals
- Interpreting and explaining established policies and procedures for assigned District projects
- 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
- Establishing and maintaining effective working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

Education:

Possession of a bachelor's degree in engineering or related field from an accredited college or university.

Experience:

The equivalent of five (5) of professional verifiable experience in transit accessibility, project management or related experience.

Other Requirements:

Professional Engineering (PE) license is required.

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; travel from site to site.

Project Manager, Accessibility

Page 4

Physical Conditions:

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; Must possess sufficient physical mobility to inspect construction in progress or review other projects.

BART EEO-1 Job Group: 500 – Executives/Managers
Census Code: 0430 – Miscellaneous Managers
Safety Sensitive: No