



SENIOR PROJECT MANAGER

JC: 000080

PB: 10

FLSA: Exempt

BU: 95 (Non-Rep)

Created: May 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, plans, directs, and manages the development and implementation of capitally funded system or structure engineering construction and design projects for the District including project areas of station construction and rehabilitation, automatic fare collection, and transit systems and structures design and construction; coordinates assigned activities with other departments and outside agencies through subordinate managers; provides highly complex administrative support to the Executive or Department Manager; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the full-scope senior-level manager classification responsible for managing the activities and operations related to engineering construction design and rehabilitation projects from conceptual planning through completion throughout the District and is fully accountable for accomplishing successful delivery of multiple complex programs to effectively execute elements of the District's strategic plan. This classification is distinguished from the Senior Manager of Engineering Programs in the latter's classification is fully accountable for accomplishing successful delivery of multiple complex programs and designs program objectives to effectively execute elements of the strategic plan and provides leadership to create engineering projects and programs related to safety, reliability, efficiency, and innovation which support the District Strategic Plan.

REPORTS TO

Executive or Department Manager or his/her designee.

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

1. Assumes overall leadership responsibility for the development and execution of the District's capitally funded engineering design and construction projects or programs from conceptual design through completion including rail car procurement and rehabilitation, stations construction and rehabilitation, automated fare collection, and transit systems and structures design.
2. Develops, manages and implements goals, objectives, policies and priorities for the assigned programs; recommends and administers policies and procedures.

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3. Manages and oversees the designs, plans, specifications and cost estimates and ensures specifications and contract requirements comply with District standards and policies.
4. Manages complex projects and evaluates functional and technical requirements including vendor and manufacturer design and specifications on project equipment and materials, procurement and testing activities, and equipment installation.
5. Manages and oversees all aspects of the planning, development, and implementation of assigned projects with other divisions, departments and outside agencies; negotiates and resolves project issues contractor and consultant contracts; reviews scope of work, request for proposal, proposals and recommends selection; oversees contract negotiation and preparation; manages work activities to ensure compliance with contractual obligations.
6. Manages cost estimates, project schedules and budgets and oversees, negotiates and executes contract changes including authorization of contract payments upon project completion.
7. Monitors and evaluates impacts upon District operations; develops, recommends and implements practices and procedural processes for improving efficiency.
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. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to various business practices, policies and procedures as appropriate.
10. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of advanced business processes.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of advanced business processes.
- Principles and practices of advanced business processes.
- Principles and business practices of the District.
- Principles and administrative practices of the District.
- PeopleSoft and other relevant product functionality.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Principles of project management.
- Related Federal, State and local laws, codes and regulations.

Skill in:

- Overseeing and participating in the management of a comprehensive Program to institute advanced business processes.
- Selecting, supervising, training and evaluating staff and consultants.
- Developing and administering division goals, objectives and procedures.
- Preparing and administering large program budgets.

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- Interpreting complex administrative and system issues.
- Preparing clear and concise administrative and financial reports.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Researching, analyzing and evaluating new service delivery methods and techniques.
- Leading, managing and performing complex negotiations with departments, and unions concerning business practices and procedures.
- Preparing clear, concise, and complete financial and management reports.
- Interpreting and applying 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, construction management, business administration or a closely related field from an accredited college or university.

Experience:

Five (5) years of (full-time equivalent) verifiable professional project management experience with full responsibility for managing large and complex projects through all phases, including strategic planning and at least two (2) years of administrative and supervisory responsibility.

Substitution:

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

Other Requirements:

Must possess sufficient physical mobility to inspect construction in progress or review other projects. Must be willing to occasionally work off hour shifts, weekends, and holidays. Certification as a Project Management Professional (PMP) is preferred. Registration as a Professional Engineer (PE) in the state of California is preferred

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; field environment; travel from site to site; construction site environment; exposure to noise, dust, grease, smoke, fumes, gases, heat, cold, and inclement weather conditions when conducting field inspections and investigations

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: 0100 – Administrative Svcs Managers
Safety Sensitive: N