



## SUPERINTENDENT OF CAPITAL CONSTRUCTION

JC: 000366

PG: N11

BU: 95 (Non-Rep)

FLSA: Exempt

*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**

Directs, manages, supervises and coordinates the activities and operations of the Way and Facilities Construction Division within the Maintenance and Engineering Department, which is responsible for all activities associated with District run construction projects, including the construction, replacement, inspection, testing, and repair of trackway, traction power, train control, and related structures; coordinates assigned activities with other divisions, departments and outside agencies; provides highly responsible and complex administrative support to the Assistant Chief Maintenance Officer and Chief Maintenance and Engineering Officer; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This single position class administers, through subordinate supervisory levels, on a multiple shift basis: the construction, replacement, and inspection of tracks, structures, traction power, and train control systems. The incumbent is accountable for accomplishing division goals and objectives as well as providing operating procedures and policies, technical decision making, budget administration and overall division personnel management. This class is distinguished from the Superintendent of Way and Facilities by its focus on overseeing construction activities, whereas the former is primarily focused on overseeing maintenance activities.

### **REPORTS TO**

Assistant Chief Maintenance Officer or designee

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

1. Assumes management responsibility for assigned services and activities of the Way and Facilities Construction Division including construction, inspections, testing, maintenance and repair of all trackway, traction power, train control, tunnels, subways, bridges, embankments and related structures.
2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for the District's construction functions; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities,

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projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.

5. Directs and participates in the analyses of highly complex and technical track and structures construction problems; develops and implements effective and efficient solutions; prepares and submits related reports.
6. Oversees and monitors the safety and technical training programs for assigned District staff; ensures that all training is effective and accurate.
7. Oversees the management of assigned construction and supply contract services; ensures that contractors fulfill contractual obligations.
8. Oversees and directs technical upgrades and developments related to District construction; advises Chief Maintenance and Engineering Officer as appropriate.
9. Monitors developments and legislation related to assigned area of responsibility; evaluates impact upon district operations; recommends and implements equipment, practice and procedural improvements.
10. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
11. Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
12. Serves as the liaison for the Track and Structures Construction Division with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
13. Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
14. Provides responsible staff assistance to the Assistant Chief Maintenance Officer and the Chief Maintenance and Engineering Officer.
15. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to track and structures maintenance programs, policies and procedures as appropriate.
16. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of track and structures construction and maintenance; buildings and facilities repair; painting and plumbing; grounds and irrigation maintenance; and landscaping.
17. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

## **QUALIFICATIONS**

**Knowledge of:**

- Operational characteristics, services and activities of a comprehensive construction and maintenance program for a rail transit system in a large metropolitan area.
- Principles and practices of constructing, inspecting, testing, maintaining and repairing trackway, tunnels, subways, bridges, embankments and related structures; buildings and facilities repair; painting and plumbing; grounds and irrigation maintenance; and landscaping.
- Principles and practices of construction and construction management.
- Principles and practices of industrial safety.
- Principles and practices of contract administration.
- Methods, techniques, materials, technology and equipment used in track and structures inspection and maintenance.
- Principles and practices of project scheduling.
- Track protection and operating principles.
- Principles and practices of program development and administration, including those related to budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Related Federal, State and local laws, codes and regulations.

**Skill in:**

- Overseeing and participating in the management of a comprehensive track and structures construction and/or maintenance program.
- Selecting, supervising, training and evaluating staff.
- Participating in the development and administration of division goals, objectives and procedures.
- Preparing and administering large program budgets.
- Preparing clear and concise administrative and financial reports.
- Analyzing construction and maintenance inspection problems, identifying solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Researching, analyzing and evaluating new service delivery methods and techniques.
- Reading and interpreting technical manuals, diagrams, drawings and blueprints.
- Developing and implementing safety training programs.
- Interpreting contracts and ensuring that contractors fulfill obligations.
- 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 construction management, construction technology, engineering or a related field from an accredited college or university.

**Experience**

The equivalent of six (6) years of full-time experience in the construction, inspection, maintenance and/or repair of tracks, structures and/or traction power which must have included at least two (2) years of supervisory or management experience.

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### **Substitution**

Additional experience as outlined above may be substituted for the education on a year-for-year basis.

### **Other Requirements**

Must possess a valid California driver's license and have a satisfactory driving record.

Must possess sufficient mobility to perform field inspections and investigations.

## **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**

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

**BART EEO-1 Job Group:** 0500 – Executives/Managers  
**Census Code:** 0430 – Miscellaneous Managers  
**Safety Sensitive:** No

## **CLASSIFICATION HISTORY**

**Created :** December 2022

**Revised:**

**Updated:**