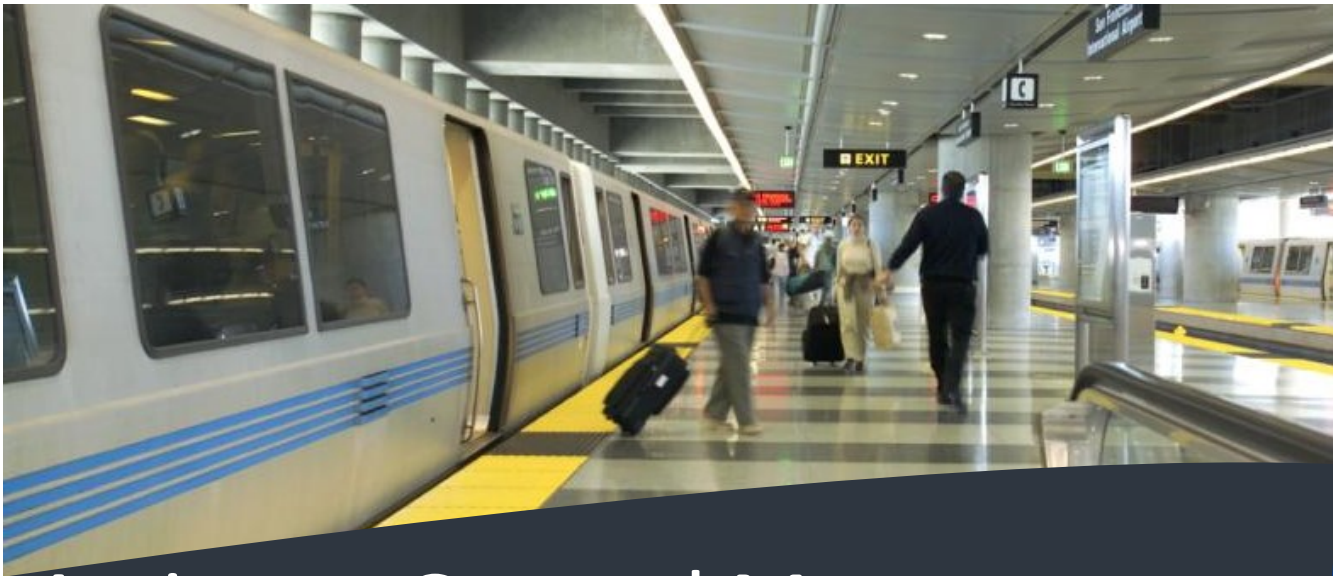




Bay Area Rapid Transit

Invites applications for



Assistant General Manager, Planning, Development and Construction

\$156,452 — \$242,505 / Annually DOQ

Post Date: Wednesday, May 31, 2017

An Equal Opportunity Employer - BART is an equal opportunity employer. Women, minorities, and persons with disabilities are encouraged to apply.

www.bart.gov/jobs

THE DEPARTMENT

BART's Planning, Development and Construction Department is responsible for the planning and development of multiple system expansion and reinvestment projects.

THE POSITION

BART is currently recruiting to fill the Assistant General Manager, Planning, Development and Construction position. This position exercises overall management authority for BART's major capital projects, including not only service expansion, but system reinvestment projects as well. The highlights of projects underway for this Executive Office includes the Warm Spring and eBART (Pittsburgh Bay Point to Antioch) extensions and adding new tracks and station in the Berryessa District of the City of San Jose.

CURRENT ASSIGNMENT

This position assumes full management responsibility for all executive office services and activities including:

- Extension projects, along with new stations, shops and structures projects.
- Oversees and participates in the development of financial and administrative aspects of the projects, as well as related policies and procedures.
- 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.
- Oversees and directs the development and implementation of executive office and assigned department goals, objectives, policies and priorities for each assigned service area.
- Oversees financial control and administration of projects, including the development of new project scopes, criteria, budgets and schedules.
- Coordinates department contract administration, including preparation of requests for proposals for consultant and contractor services; submits and presents recommendations to the General Manager and Board of Directors.
- Coordinates closely with the Operations Executive Office at all stages of projects to assure project design and execution promotes and enhances efficient operation of the final product.
- Oversees the engineering design, development, testing and procurement of new revenue vehicles and the rehabilitation of existing vehicles.

Ideal incumbent will demonstrate the following knowledge beyond the minimum qualifications:

- Operations, services and activities of a comprehensive public rail transportation system.
- New development program including all structures and systems engineering, construction, financial and administrative program areas.
- Principles and practices of civil and structural engineering.
- Advanced principles and practices of program development, implementation and administration.
- Principles and practices of transit system construction and development.
- Principles and practices of construction project management.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree in engineering, business administration or closely related field from an accredited college or university.

Experience: Seven (7) years of (full-time equivalent) verifiable professional experience in transit system program development and administration which must include at least four (4) years of management experience.

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



BAY AREA RAPID TRANSIT



Careers at the San Francisco Bay Area Rapid Transit District (BART) offer the satisfaction of providing an invaluable public service, while accomplishing your own career goals, earning highly competitive pay, and enjoying an unparalleled benefits program. BART, one of America's premier heavy rail public transit systems, is located in the San Francisco Metropolitan area. With over 3,500 employees and an operating budget in excess of \$900 million annually, and headquartered in the heart of downtown Oakland, California, BART has a service area covering the 4 county area of San Francisco, San Mateo, Alameda and Contra Costa, a total population of over 4 million people. BART's current fleet of 669 railcars allows it to achieve an average weekday ridership of over 430,000 passengers throughout its 46 stations. BART, a wonderful career opportunity.

ESSENTIAL RESPONSIBILITIES



- Assumes full management responsibility for all executive office services and activities including extension projects, finance and administration, and the new vehicle systems integration, stations, shops and structures capital program areas; oversees and participates in the development of policies and procedures.
- Oversees the development and implementation of executive office and assigned department goals, objectives, policies and priorities for each assigned service area.
- 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.
- Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
- Directs department projects including setting policies, goals and objectives and determining priorities to meet those objectives.
- Directs large scale projects and contracts related to engineering and architectural interdisciplinary design and construction; directs the utilization of contracted consultant services on department projects; resolves disputes with construction contractors and negotiates major change orders.
- Oversees the financial control and administration of extension projects including the development of new project scopes, criteria, budgets and schedules.
- Oversees and coordinates department contract administration; directs the preparation of requests for proposals for consultant and contractor services; coordinates the review of principles; submits and presents recommendations to the General Manager and Board of Directors.
- Oversees the engineering design, development, testing and procurement of new revenue vehicles and the rehabilitation of existing vehicles.
- Selects, trains, motivates and evaluates assigned personnel; provides or coordinates management staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Oversees and participates in the development and administration of the budget for assigned departments; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.



BENEFITS

RETIREMENT PROGRAMS

BART's pension plan is through the California Public Employees' Retirement System (CalPERS), and provides for a 2% @ 62 retirement formula for new employees who are also new to public retirement systems. Newly hired Employees who are members of CalPERS or a reciprocal retirement system, and who qualify as defined by CalPERS will receive the 2% @55 formula.

Deferred Compensation Plan (IRC 457) is offered.

BART does not contribute to Social Security. However, BART contributes to Money Purchase Pension Plan on behalf of the employee.

MEDICAL BENEFITS

Choice of HMO & PPO through CalPERS. For most plans, you only pay a monthly premium of \$140.82. for you and your dependents.

DENTAL BENEFITS

Coverage is \$2,000 per person per calendar year with no deductible. Covered services are generally provided at 90% and 100%. Orthodontia—lifetime max of \$3,500. Premium paid by BART.

VISION BENEFITS

Premium for basic plan is paid by BART. and enhanced plan available.

VACATION

Three weeks of paid vacation after 1 year of service. Four weeks after five years of service. Five weeks after 15 years of service. Six weeks after 19 years of service.

HOLIDAYS

Nine paid statutory holidays per year
Five floating holidays per year

SICK LEAVE

Twelve days per year

LIFE INSURANCE

Coverage is two times annual base salary. Premium paid by BART. Optional coverage available.

DISABILITY BENEFITS

Premium for long and short-term disability are paid by BART. Optional coverage available.

OTHER BENEFITS

Education Assistance Program
Employee Assistance Program
Free BART Transportation

Note: Benefits are subject to change.

ESSENTIAL RESPONSIBILITIES

- Represents the Office of Planning, Development and Construction to other executive staff, departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public transportation development services.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.

HOW TO APPLY

If you are interested in this outstanding opportunity, please contact Mr. Gregg A. Moser at gmoser@krauthamerinc.com. First review of candidate resumes will begin on June 30, 2017.

Applications must be submitted (in completed form) by the closing date and time listed on the job announcement.

SELECTION PROCESS

Applications will be screened to assure that minimum qualifications are met. Those applicants who meet minimum qualifications will then be referred to the hiring department for the completion of further selection processes.

The successful candidate must have an employment history demonstrating reliability and dependability; provide copies of certificates, diplomas or other documents as required by law, including those establishing his/her right to work in the U. S.; pass a pre-employment medical examination which includes a drug and alcohol screen, and which is specific to the essential job functions and requirements. Pre-employment processing will also include a background check. (Does not apply to current full-time District employees unless specific job requires additional evaluations).



Bay Area Rapid Transit
Human Resources Department
300 Lakeside Drive, 20th Floor
Oakland, CA 94612

510.464.6112 phone
510.464.6254 fax
www.bart.gov/jobs