



GROUP MANAGER, CAPITAL PROJECTS

FC: 000041
PB: 12
FLSA: Exempt

PC: 960
BU: (95) Non Rep
Created: May 2010

*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 Capital Projects Group within the Maintenance and Engineering (M&E) department. Identifies, defines, implements and monitors overall engineering management processes designed to facilitate the accomplishment of capital development/rehabilitation objectives, including the development and coordination of new project scopes, contracts, budgets and schedules for all departmental projects. Coordinates assigned activities within the M&E department, other departments and outside agencies; provides complex administrative and engineering support to the Chief Engineer, M&E department; and performs related duties as assigned.

CLASS CHARACTERISTICS

Positions in this job class manage, through subordinate division managers, project/program managers, supervisory, professional and administrative staff, activities related to the District's maintenance operations and capital improvement programs. The incumbent provides expert support to department project managers in identifying, developing and applying appropriate engineering management practices and processes, and is accountable for accomplishing and/or advancing departmental goals and objectives within general policy guidelines. This class is distinguished from the Chief Engineer, Maintenance and Engineering Department, in that the latter has overall responsibility for all maintenance, engineering and program activities.

REPORTS TO

This position reports to the Chief Engineer, Maintenance and Engineering department.

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

1. Provides professional and complex engineering support to the Chief Engineer; plans, organizes, administers, reviews and evaluates complex programs and engineering issues within the area of assignment.
2. Leads the development of capital asset management processes utilizing collaborative infrastructure to identify and prioritize required capital project and operational maintenance activities, develop short term and long term capital reinvestment plans, and constrained and unconstrained funding plans.
3. Develops and directs program standards, processes, and professional project management practices for capital projects including detailed project plans (SOW-WBS-Schedule-Budget), QA/QC, budget, risk management, documentation management, change and configuration control, templates, tools, and program and project metrics.
4. Provides expert technical advice to the Chief Engineer and to Department managers as to the review and approval of Project Management Plans for completeness.
5. Assists Project Managers and Department staff in developing, adopting, and implementing consistent, coherent, professional project management practices
6. Establishes project performance and cost control metrics, collects and analyzes data from multiple projects, summarizes project and program statuses, recommends alternatives and options, and communicates this information to all appropriate stakeholders
7. Leads efforts to standardize and streamline contract development and processing activities within the Department and District by establishing partnerships with District stakeholders.
8. Maintains integrated project and maintenance activity schedules to maximize efficient access to capital assets.
9. Makes recommendations for action and assists in the development and implementation of capital and maintenance programs for the department.
10. Manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.

11. 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.
12. Plans, directs and coordinates, through subordinate level staff, the Capital Projects group work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; assesses and monitors work load, meets with key staff to identify and resolve problems.
13. Supports the development and administration of project schedules, contracts, and work plans; develops work directives for professional consultant contracts; monitors and tracks contracts to ensure compliance with District policies, procedures, rules and regulations
14. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
15. Participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
16. Explains, justifies and advocates for department programs, policies and activities; negotiates and resolves sensitive and controversial issues.
17. Represents the Capital Projects group to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
18. Provides staff assistance to assigned higher level management staff; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
19. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public transportation development and project management practices.

QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a comprehensive multi-disciplinary engineering design and special projects program.

Principles and practices of project management and scheduling.

Principles and practices of engineering project contract administration.

Principles and practices of program development and administration.

Principles and practices of policy development and administration.
Principles of supervision, training and performance evaluation.
Current office procedures, methods, and equipment including computers.
Operational characteristics of financial information systems applications.
Principles of business letter writing and report preparation.
Principles and practices of budget preparation and administration.
Related Federal, State and local laws, codes and regulations.

Skill in:

Managing a comprehensive multi-disciplinary major engineering and maintenance projects program.

Developing standards for project management.

Developing and administering project schedules and work plans.

Ensuring project compliance with contract guidelines.

Developing and administering departmental 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 new service delivery methods and techniques.

Monitoring project funding availability and funding requirements.

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 management, business administration or a closely related field from an accredited college or university. A Master's degree is preferred

Experience:

Six(6) years of (full-time equivalent) verifiable professional engineering experience, preferably in design and maintenance of rail transit systems, which must have included at least three (3) years of management and administrative experience.

Substitution:

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

License or Certificate:

Certification as a Project Management Professional is strongly preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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

EEOC Code: 01

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