



## GROUP MANAGER, RAIL VEHICLE CAPITAL PROGRAM

FC: EF107  
PB: 12

PC: 960  
BU: 95  
February 2002

*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 Rail Vehicles Department within Transit System Development including the procurement of new revenue rail vehicles and the rehabilitation of existing vehicles; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the Executive Manager, Transit System Development and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This single position class manages through subordinate division managers, supervisory and professional staff, all activities throughout the District related to procurement of new revenue rail vehicles and the rehabilitation of existing vehicles. The incumbent is accountable for accomplishing departmental goals and objectives and for furthering District goals and objectives within general policy guidelines. This class is distinguished from Executive Manager, Transit System Development in that the latter has overall responsibility for all engineering and system integration functions related to assigned capital projects.

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

1. Assumes full management responsibility for all program services and activities including the procurement of new revenue vehicles and the rehabilitation of existing vehicles; recommends and administers policies and procedures.
2. Manages the development and implementation of program goals, objectives, policies and priorities for each assigned service area.
3. 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.

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4. Plans, directs and coordinates, through subordinate level staff, the Rail Vehicle Program work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
5. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
6. Directs the procurement of contracts for new revenue vehicles; oversees vehicle design and specification development; directs preparation of requests for proposals; reviews proposals and recommends contract awards; monitors and administers contracts; ensures compliance with contractual obligations.
7. Establishes standards and criteria for work quality, standards and methods for testing and accepting rail vehicles.
8. Coordinates project implementation including project schedules and preparation of project budgets; monitors project status and budgets.
9. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
10. Oversees and participates in the development and administration of the Program budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
11. Explains, justifies and defends programs, policies and activities; negotiates and resolves sensitive and controversial issues.
12. Represents the Rail Vehicles Program to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
13. Provides staff assistance to the Executive Manager, Transit System Development; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
14. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

## **QUALIFICATIONS**

### **Knowledge of:**

Operations, activities and services of a comprehensive transit vehicle procurement and rehabilitation program.

Principles and practices of rail vehicle design engineering.

Principles and practices of policy development and administration.

Methods and techniques of transit vehicle procurement.

Principles and practices of contract negotiation and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Related Federal, State and local laws, codes and regulations.

### **Skill in:**

Managing a comprehensive transit vehicle procurement and rehabilitation program.

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.

Directing the procurement and contract administration for new revenue vehicles.

Overseeing the preparation of engineering specifications and details for the production of new vehicles.

Administering various contracts and ensuring compliance with established criteria.

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 the work.

## **MINIMUM QUALIFICATIONS**

### **Education:**

A Bachelor's degree in engineering or a closely related field from an accredited college or university.

### **Experience:**

Six (6) years of (full-time equivalent) verifiable professional experience in the development of transit system revenue vehicles which must have included at least three (3) years of management and administrative experience.

**License or Certificate:**

Registration as a professional engineer in the State of California is preferred.

**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.

**Physical Conditions:**

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

**EEOC Code: 01**