



MANAGER OF ENGINEERING PROGRAMS

JC: 000169
PB: N09
FLSA: Exempt

BU: 95 (NR)
Created: March 2018

*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, program manages the initiation, preparation, delivery, and oversight of multiple portfolios of engineering projects across multiple disciplines, including all aspects of contract and construction execution; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the Assistant Chief Maintenance & Engineering Officer, and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the full-scope managerial-level classification responsible for managing activities and operations of assigned engineering portfolios and programs within Civil/Structural, Power/Mechanical, Integration Engineering, Operating/Capital Programs and Systems. This classification is fully accountable for accomplishing successful delivery of multiple complex projects, and will align program objectives with elements of the strategic plan. This classification is distinguished from Project Managers in that this classification's broad oversight requires the responsibility of developing strategic engineering plans inclusive of operational plans.

REPORTS TO

This classification reports to the Assistant Chief Maintenance & Engineering Officer or his/her designee.

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

1. Assumes management responsibility for the initiation, preparation, oversight, management and successful delivery of District engineering project portfolios.
2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for the Maintenance & Engineering Department engineering programs; recommends and administers policies and procedures

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3. Monitors and evaluates the efficiency and effectiveness of delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels
4. Creates new and complex technical and non-technical programs to keep pace with organizational efficiency needs or changing conditions, such as technology or demographic shifts requiring techniques, training and processes never before used, driving actions to align with strategic plan elements
5. Drive alignment across disparate teams; design processes and communication channels to break down silos and ensure consistent expectations across delivery teams; Identifies potential problem areas in advance, takes corrective action, advises others of required actions and brings unresolved difficulties to the attention of appropriate management.
6. Negotiates, administers and controls contracts and agreements related to projects and serves as the District's official contact with consultants, developers, contractors and other agencies related to the projects; negotiates and mediates disputes with contractors and manufacturers to ensure the District receives value for investments.
7. Develops and monitors detailed project budget; reviews and manages detailed project schedules; coordinates the preparation and periodic update of project cost estimates; exerts cost and schedule controls during all phases of project delivery; authorizes expenditures within the budget and signature authority level.
8. Performs construction administration including coordinating contract execution, reviewing pay applications, approving change orders, and conducting project close-out. Inspects construction work in progress to ensure compliance with project specifications, to approve quality of materials and work, and to advise clients and construction personnel on project needs and procedures.
9. Conducts a variety of organizational, operational and analytical studies, research and investigations; recommends efficiency modifications to existing programs, policies and procedures as appropriate to support strategic organizational objectives; prepares a variety of formal reports designed to drive action and improve safety, risk, reliability, innovation, and value.
10. Oversees labor issues and grievances; may prepare and handle grievance hearings and related matters; may direct negotiations with different groups or with the Union on labor issues; may search for agreement and settlement on contractual disputes and complaints.
11. Explains, justifies and defends programs, policies, funding, and activities in assigned areas of responsibility using data or objective measures, including

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cost/benefit/risk assessments of engineering internship programs; uses lessons learned to gain organizational and team efficiencies.

12. Directs and ensures timely response to legislative, media and community requests with political acumen and management alignment; translates technical or otherwise complex departmental information into formats suitable for external audiences. Develops and implements updates as a result of legislative changes to existing Federal, State, local, and professional statutory regulations and codes.
13. Represents the District and the Department and serves as liaison to committees, boards, commissions, citizen groups and other governmental agencies. Oversees and facilitates public participation processes in accordance with the Department policy
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. Prepares, reviews and provides project portfolio status reports and updates to managers and executives.

QUALIFICATIONS

Knowledge of:

Principles and Practices of program/portfolio coordination and management.
Principles and practices of a variety of engineering disciplines.
Principles and practices of engineering design and construction.
Principles and practices of project management.
Principles and practices of contract negotiation and administration.
Principles and practices used in the preparation of designs, plans, specifications and cost estimates.
Principles and practices of strategic planning, risk analysis and measurement systems.
Methods and techniques of coordinating and scheduling project work.
Methods and techniques of research, analysis and validation.
Principles and practices of procurement.
Principles and practices of budget development and administration.
Principles and practices of supervision, training and performance evaluation.
Current office procedures, methods and equipment including computers.
Microsoft Office suite or equivalent and analysis software including scheduling tools/techniques.
Related Federal, State, local and professional technical codes, laws and regulations.

Skill in:

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Managing, supervising and coordinating assigned projects.
Developing and implementing project goals, objectives and procedures.
Planning, organizing, directing, and coordinating the work of professional staff and contract consultants.
Performing professional level analytical support services.
Exercising sound independent judgment within general policy and management guidelines.
Planning, organizing and administering complex projects and programs.
Planning, organizing and scheduling engineering or maintenance department priorities.
Researching, analyzing, compiling and summarizing a variety of materials.
Preparing and administering department and project portfolio budgets and responsible cost reduction recommendations.
Responding to requests and inquiries from the general public.
Understanding the organization and function of a public agency.
Interpreting and explaining District policies and procedures.
Analyzing problems, identifying alternative solutions and making recommendations.
Establishing and maintaining effective working relationships with those contacted in the course of work.
Communicating clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in engineering, construction 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 experience with full responsibility for managing large and complex projects through all phases, including strategic planning and policy analysis, design, construction and implementation. Three (3) years of this experience must have included management/supervision of engineering employees and programs. Multidisciplinary experience is preferred.

Substitution:

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

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.

EEO-1 BART Job Group:

0500 – Executives/Managers

Safety Sensitive:

No