



SENIOR MANAGER OF ENGINEERING PROGRAMS

JC: 000179
PB: 10
FLSA: Exempt

BU: 95 (NR)
Created: August 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, drives the initiation, preparation, delivery, and oversight of multiple complex program portfolios of engineering projects across multiple disciplines impacting critical assets and strategic initiatives, including all aspects of contract and construction execution; coordinates assigned activities with other departments and outside agencies; provides highly responsible, complex senior management support to the Assistant Chief Maintenance & Engineering Officer, and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the full-scope senior-level manager classification responsible for managing activities and operations of assigned engineering portfolios and programs related to District strategic priorities for Civil/Structural, Power/Mechanical, Integration Engineering, Operating/Capital Programs and Systems. This classification is fully accountable for accomplishing successful delivery of multiple complex programs and designs program objectives to effectively execute elements of the strategic plan. This classification provides leadership to create engineering projects and programs related to safety, reliability, efficiency, and innovation which support the District Strategic Plan, and is distinguished from Manager of Engineering Programs in that this classification's broad oversight requires the responsibility of developing long term strategic department plans including governance of engineering and 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 overall leadership responsibility for the development and execution of District engineering programs, such as Engineering Risk Assessment for Maintenance and Engineering (M&E) systemwide infrastructure assets and associated projects for Capital Improvement.
2. Drives the development and implementation of reliability-based maintenance programs for the M&E Department.
3. Hires and develops innovative program management and other staff to align with changing technology environments impact on legacy systems.

4. Monitors and evaluates the efficiency and effectiveness of project commissioning methods and procedures, insuring improved program deliveries.
5. Proactively executes, within departmental policy, continuous application of lessons learned to drive improved safety, reliability, and efficiency.
6. Oversees and manages Engineering support of operations and maintenance.
7. Systematically identifies and reduces risk to ensure that projects meet scope, schedule, budget, and quality requirements.
8. Identify, create, and implement via collaborative methods with appropriate levels of authorization, new programs as required by regulatory compliance, customer requirements, system needs, or efficiency improvements.
9. Oversees effective negotiations of contracts and agreements related to programs and insures compliance and continued progress towards completion.
10. Develops efficiencies for complex outage planning, including project consolidation which minimizes impacts to operations and patron service.
11. Provides executive level recommendations for asset assessment program implementation to comply with FTA requirements for State of Good Repair.
12. Establishes benchmarks, measurement methods, and reporting for accountability and adherences to tactical and strategic goals.
13. Prepares, reviews and provides project portfolio status reports and updates to managers and executives.

QUALIFICATIONS

Knowledge of:

- Mentoring and development of technical management staff in a matrix management environment
- Value Engineering including integration of new technology
- Incorporation of state of the art technology in monitoring and operations of complex equipment and processes
- Principles and Practices of program/portfolio coordination and management.
- Principles and practices across multiple engineering/technical disciplines.
- Principles and practices of engineering design and construction.
- Principles and practices of project/program management.
- Principles and practices of intra agency 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.

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- 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:

- Demonstrating a constant risk-based mindset that is comfortable and productive in an uncertain environment
- Exhibiting a strong and committed leadership that will motivate the operational team to perform to project expectations
- Developing systems and commissioning of new assets, processes, and programs
- Advocating for maintenance stakeholders to minimize operational and human impacts
- Prioritizing issues as they develop, identifying resources, and presenting proposed solutions with alternatives analyses
- Managing, supervising and coordinating implementation of multiple complex programs simultaneously
- Inspiring stakeholder performance and executing significant changes and improvements
- Developing and implementing program 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 scheduling engineering or maintenance department priorities.
- 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 to inspire action, 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.

Nine (9) 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. Five (5) years of this experience must have included program management of engineering employees across multiple departments or programs. Multidisciplinary experience is preferred.

Substitution:

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

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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.

BART EEO-1 Job Group: 0500 – Executives/Managers

Census Code: 0300 – Architectural and Engineering Managers

Safety Sensitive Designation: No