



SAN FRANCISCO BAY AREA RAPID TRANSIT (BART)

**Invites Your Interest  
In The Position Of**

# **Project Manager – Department Liaison for Procurements (Job ID 6298)**

## **The Bay Area Rapid Transit District**

The mission of the San Francisco Bay Area Rapid Transit (BART) District is to provide safe, clean, reliable, and customer-friendly regional public transit service. BART is widely regarded as successfully doing just that, by those in the Bay Area and nationally and by those in the public transit industry.

BART transports approximately 430,000 passengers each weekday among its 45 stations in the region, making 104 million passenger trips a year. BART has approximately 3,700 employees, an annual operating budget of \$900.4 million and a capital budget of \$664.8 million.

**This is a great time to join  
our growing team!**

## **The Position**

Under the direction of the Rolling Stock and Shops Program Manager, the incumbent selected for this position will be responsible for preparing documentation supporting materials and service-procurement contracts, services, lease and maintenance agreements, work directives, and task orders; coordinating the negotiation, award and execution of contracts/agreements, non-competitive procurements, change orders and emergency contracts/procurements; collaborating with staff regarding solicitation documents, plans, and specifications, development of invitation to bid and requests for proposals and required source selection plans, DBE, goals, and related solicitation or contract issues; coordinating and incorporating comments/revisions from legal and other departments into solicitation and contract documents. Other tasks include reviewing contractor progress to determine status of performance; administering, coordinating and processing change orders and coordinating process with other departments; following-up on status of work sent to other departments; conferring with management staff on contract issues as needed.

The Project Manager will make board presentations to executives and the Board of Directors. Finally, the incumbent will assist the Program Manager on evaluating vendors, developing and tracking key performance benchmarks for the Department. The incumbent will communicate effectively with District staff at various levels.

## **The Compensation**

**The salary range for this opportunity is from \$105,895 to \$164,139 DOE/DOQ.**

[Benefits and Requirements >>](#)



**Help Keep The Bay Area Moving**

# Join the BART Team as a Project Manager

## The Ideal Candidate

Has a Bachelor's degree in business administration or a closely related field from an accredited college or university. Has five (5) years of (full-time equivalent) experience in successfully conducting project management and component parts procurement in a maintenance shop or similar industry. This individual has developed and used data to drive solid decision making. The ideal candidate has developed and vetted project level business cases, interfaced with vendors and collaborated with internal stakeholders and other departments to insure that the appropriate parts and materials are available in a timely manner. This individual has evaluated and selected potential solutions based on effectiveness, risk and cost and also, has developed and provided benchmark reports and other key success indicators to assure management of agile yet best practices in procurement. The ideal candidate has excellent communication skills and has made presentations to executive management and governing boards.

## The Department

**Rolling Stock & Shops (RS&S)**, a department of \$112M+operating budget and 690 FTE, is primarily responsible for maintaining rail cars for the entire BART system. In the next two years, Rolling Stock & Shops will grow exponentially as it begins to test/receive new rail cars, opens the new Hayward Maintenance Complex, and matures its Strategic Maintenance Program all while meeting car availability for the existing service plan. The Strategic Administrative Group supports RS&S by conducting all (or the majority) of training, budget/finance, recruitments, large scale procurements and data analytics for RS&S. As RS&S goes through these new milestones, the demand on the Strategic Administrative Group will increase.

## This position requires a supplemental questionnaire:

Completion of this material is a required part of the selection process. Please be succinct in your answers.

1. Describe your most recent experience with the procurement process. Please include your role, the types of procurements, dollar value of the procurements, item(s) procured and include your interaction with other stakeholders.
2. Provide an example of a time when you made a presentation to management, executives or a board of directors:
  - a. State the scope of the presentation, the audience and reason for presenting the project.
  - b. Describe your experience in preparing for the presentation. Include any feedback from your audience and lessons learned this experience.
  - c. What actions if any, were taken as a result of your presentation?

## BART provides an attractive benefit package for unrepresented employees, generally which currently includes:

**Medical** – Medical plan coverage is provided by the California Public Employees' Retirement System. The plans available are HMOs and PPOs. Employee contribution for all plans (except Blue Shield) is currently \$137.79 per month, including dependents.

**Dental** – Principal Financial Group administers a \$2,000 per person per calendar year family bank dental program. Claims are generally paid at 100% with no deductible. Orthodontia is covered with a lifetime maximum of \$3,500 and a \$50 deductible. District paid coverage.

**Vision** – Vision Service Plan administers two vision plans. The District paid plan allows annual exams and lenses and frames every other year with a \$10 co-pay. The employee paid plan allows for enhanced coverage on lenses and frames and has a \$20 co-pay.

**Life Insurance** – Life insurance is provided in the amount of two times the annual base salary. Optional life insurance may be purchased by the employee.

**Disability** – Short and Long-Term Disability insurance is provided at no cost to the employee, and supplemental insurance is also available at the employee's cost and option.

**Retirement Programs** – BART does not participate in Social Security. Employee pension plan is through the California Public Employees' Retirement System (CalPERS). The contract between BART and CalPERS provides for the 2% at 55 for a legacy employee or 2% @ 62 for non-legacy employees. Applicants should check with PERS to determine their eligibility as a legacy employee.

**Deferred Compensation Plan (IRC 457)** – BART offers a deferred compensation plan, which contains variety of investment options. Rollovers into this plan are generally allowed. The District offers and contributes to a Money Purchase Pension Plan under IRC 401 (a), 1.5% of compensation plus up to \$1,869 annually.

**Sick, Vacation & Holidays** – The District provides 12 sick days per year. Vacation is provided at the rate of three weeks after one year of service. Four weeks is provided for 5 to 14 years of service, five weeks is earned for 15–18 years of service and six weeks is earned for more than 18 years of service. A total of 8 fixed holidays and 5 floating holidays are provided.

**Other Benefits** – Flexible spending accounts, Free BART Transportation, and Survivor Benefits are among the other benefits provided.

## To Apply

If you are interested in this outstanding opportunity, please visit our website at [bart.gov/jobs](http://bart.gov/jobs). The position (Job ID 6298) is open until filled.

## Deadline for initial screening: May 1, 2016

Following the filing date, applications and resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to interview. Additional applicants will be considered until the position is filled. All interviews will be held at the Bay Area Rapid Transit District office. For questions or more information contact: Human Resources at (510) 464-6112 or [hrpl@bart.gov](mailto:hrpl@bart.gov).

## Rolling Stock & Shops

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