



## ASSISTANT GENERAL MANAGER, DESIGN AND CONSTRUCTION

JC: ZF118	BU: 95 (NR)
PB: 14	Created: July 2003
FLSA: Exempt	Revised: June 2019

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 direction, provides strategic leadership and direction in the execution of long-term and short-term goals related to the activities and operations associated with system-wide construction and engineering projects; provides highly responsible and complex management and policy support to the General Manager; performs related duties as required.

### **CLASS CHARACTERISTICS**

This executive level classification manages, through subordinate department heads, division managers and supervisors, all activities related to multiple development projects in areas such as field services, maintenance, engineering or specialized project areas including elevator/escalator rehabilitation, new rail car acquisition and rehabilitation, and is accountable for accomplishing departmental goals and objectives, and for furthering District goals and objectives within general policy guidelines. This classification is distinguished from the Chief Transit System Development Officer classification in the latter Assists in the direction and management of the activities and operations of the Office of System Development or Extensions including extension construction projects, contract administration, project finance and administration, new vehicles, systems integration, all other capital program areas, and any other work of the Office.

### **REPORTS TO:**

General Manager or designee.

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

1. Manages and oversees capital and operating construction projects and initiates including departmental budget and forecast for staffing, equipment, materials, supplies, and capital and operating projects funds related to capital and operating projects.
2. Manages and oversees management team; oversees training, development, performance management including corrections of deficiencies, implementation of discipline and termination process.

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3. Oversees the development and implementation of executive office and assigned department goals, objectives, policies and priorities for each assigned service area.
4. 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.
5. Oversees, through department management team, the delivery of services for the Office of Transit System Development; works with key staff to identify and resolve problems.
6. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
7. Directs department projects including setting policies, goals and objectives and determines priorities to meet those objectives.
8. Directs large scale projects and contracts related to engineering and architectural interdisciplinary design and construction; directs the utilization of contracted consultant services on department projects; resolves disputes with construction contractors and negotiates major change orders.
9. Oversees the financial control and administration of extension projects including the development of new project scopes, criteria, budgets and schedules.
10. Oversees and coordinates department contract administration; directs the preparation of requests for proposals for consultant and contractor services; coordinates the review of principles; submits and presents recommendations to the General Manager and Board of Directors.
11. Oversees the engineering design, development, testing and procurement of new revenue vehicles and the rehabilitation of vehicles.
12. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates management staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
13. Oversees and participates in the development and administration of the budget for assigned departments; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
14. Explains and defends assigned department programs, policies and activities; negotiates and resolves sensitive and controversial issues.
15. Represents the Office of Planning, Development and Construction to other executive staff, departments, elected officials, and outside agencies; and, coordinates activities with other departments and outside agencies and organizations.
16. Ensures customer service and collaboration with the public, stakeholders, and other BART departments.

17. Participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
18. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public transportation development services.
19. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

## **QUALIFICATIONS**

### **Knowledge of:**

- Policies and goals of BART Strategic Plan
- Operations, services and activities of a comprehensive public rail transportation system new development program including all structures and systems engineering, construction, and administrative program areas
- Principles and practices of civil and structural engineering
- Advanced principles and practices of program development, implementation and administration
- Priorities of General, Deputy General Manager and Board of Directors
- Principles and practices of transit system construction and development
- Principles and practices of construction project management
- Principles and practices of budget preparation and administration
- Principles and practices of contract negotiation and administration
- Principles of supervision, training and performance evaluation
- Related Federal, State and local laws, codes and regulations

### **Skill/Ability in:**

- Managing and directing a comprehensive public rail transportation system new development program including the structures and systems engineering, construction, financial and administrative program areas
- Managing overall program scope
- Developing and administering executive office and assigned departmental goals, objectives and procedures
- Analyzing and assessing programs, 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
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals
- Researching, analyzing and evaluating new service delivery methods and techniques
- Overseeing and managing a variety of transit engineering construction and projects
- Overseeing and coordinating contract administration of consultant contracts
- 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

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- 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:**

Bachelor's degree in Civil Engineering, Structural Engineering, Business Administration or a related field from an accredited college or university.

#### **Experience:**

Nine (9) years of (full-time) professional verifiable experience in construction, engineering, or project management experience or related experience which must include at least four (4) years of management experience. Transit experience 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:**

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:** 0060 – General and Operations Managers  
**Safety Sensitive:** No