



## GROUP MANAGER, CAPITAL PROJECTS

**JC:** EF122  
**PB:** 11  
**FLSA:** Exempt

**BU:** 95 (NR)  
**Created:** August 2002  
**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 general direction, responsible for planning, managing and overseeing various BART capital projects; coordinates project steps with internal and external staff; develops and monitors project budgets; ensures capital projects are in compliance with District policies and procedures; provides highly responsible and complex administrative support to the Assistant General Manager, Design and Construction; and performs additional duties as assigned.

### **CLASS CHARACTERISTICS**

This Deputy Director level classification is responsible for performing administration of a department under the direction of the Director or Executive category. Classifications in this category assist in guiding the development, preparation, and maintenance of the department's policies, may lead collaborative efforts with other internal departments to develop continuous process improvements, or manage consulting contracts and task orders, and monitor and evaluate staff performance and provide feedback, coaching, and/or positive recognition for department personnel and decision-making may have significant, long-term impact on the organization. This classification is distinguished from the Assistant General Manager, Design and Construction in the latter has overall responsibilities for the District's design and construction projects and programs.

### **REPORTS TO**

Assistant General Manager, Design and Construction or designee.

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

1. Supervises and manages the implementation of various capital projects by directly interfacing with the lead BART personnel for each project, other BART departments, outside stakeholders, and design / construction management consultants.
2. Manages the development and implementation of program goals, objectives, policies and priorities for each assigned 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.

4. Assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
5. Plans, manages and coordinates with internal and external project stakeholders to discuss and resolve various project implementation issues.
6. Provides engineering services and advice in support of design and construction management projects; provides contract oversight for consultant services.
7. Oversees the production of contract documents including specifications, manuals, agreements and related documents.
8. Manages the administration of construction and design/build contracts; develops requests for proposal; evaluates bids; makes recommendations on contract award; negotiates contracts; oversees and administers contracts; ensures appropriate technical, legal and fiscal controls exist within contracts.
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. Participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
13. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering and construction management.
14. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of the appropriate engineering discipline
- Principles and practices of policy development and administration
- Methods and techniques of developing engineering and construction specifications, manuals and related documents
- Project funding types and sources
- Complex design plans and specifications
- Principle and practices of project management

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- Principles and practices of construction management
- Principles and practices of contract 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/Ability in:**

- Analyzing and assessing policies and operational needs and making appropriate adjustments
- Developing engineering plans, specifications, and estimates
- Identifying and responding to sensitive community and organizational issues, concerns and needs
- Planning, organizing, directing and coordinating the work of lower level staff
- Delegating authority and responsibility
- Selecting, supervising, training and evaluating staff
- Researching, analyzing and evaluating new service delivery methods and techniques
- Performing complex project management duties
- Identifying project risks and formulating mitigation measures
- Negotiation and mediation
- Preparing clear and concise administrative and financial reports
- Preparing and administering large and complex budgets
- Negotiating agreements with external entities
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

### **Other Requirements:**

May require work outside of normal business hours.

## **MINIMUM QUALIFICATIONS**

### **Education:**

Bachelor's degree in Engineering, Construction Management, or a related field from an accredited college or university.

### **Experience:**

Six (6) years of professional (full-time equivalent) verifiable experience in engineering, project management or related experience including at least two (2) years of management and administration experience.

### **License or Certificate:**

Registration as a Professional Engineer in the State of California 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:**

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Office environment; exposure to computer screens.

**Physical Conditions:**

Walking, standing or sitting for prolonged periods of time.

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

**Census Code:** 0300 – Architectural/Engineering Managers

**Safety Sensitive:** No