



## **GROUP MANAGER, SHOPS & STRUCTURES CAPITAL PROGRAM**

FC: EF114

PB: 12

PC: 960

BU: 95

March 2002

*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**

Plans, directs, manages and oversees the activities and operations of the Shops & Structures Capital Program within Transit System Development including project management services for the development and implementation on assigned renovation programs; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the Executive Manager, Transit System Development; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This single position class manages, through division managers, supervisory and professional staff, all activities throughout the District related to design of capital project and construction of shop facilities and structures, and the acquisition of related equipment. The incumbent is accountable for accomplishing departmental goals and objectives and for furthering District goals and objectives within general policy guidelines. This class is distinguished from Executive Manager, Transit System Development in that the latter has overall responsibility for all engineering and management functions related to capital programs.

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

1. Assumes full management responsibility for all program services and activities including project management services for shops and structures development and implementation on assigned renovation programs; recommends and administers policies and procedures.
2. Manages the development and implementation of program goals, objectives, policies and priorities for each assigned service 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.

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4. Plans, directs and coordinates, through subordinate level staff, the Shops & Structures Capital Program's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
5. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
6. Provides various engineering services and advice in support of shops and structures renovation and capital improvement projects; provides contract oversight for consultant services.
7. Manages and oversees shops and structures service development in extensions programs; provides support in resolving complex systems issues.
8. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
9. 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.
10. Explains, justifies and defends programs, policies and activities; negotiates and resolves sensitive and controversial issues.
11. Represents the Shops & Structures Capital Program to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
12. Provides staff assistance to the Executive Manager, Transit System Development; 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 transit system development.
14. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

## **QUALIFICATIONS**

### **Knowledge of:**

Operations of a comprehensive shops and structures development program.  
Operational characteristics of fare collection systems.  
Principles and practices of policy development and administration.  
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 in:**

Managing a comprehensive systems development program.  
Developing and administering program goals, objectives and procedures.  
Analyzing and assessing 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.  
Researching, analyzing and evaluating new service delivery methods and techniques.  
Performing complex project management duties.  
Providing engineering services and advice in support of renovation projects.  
Overseeing the installation of new systems on assigned projects.  
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.  
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:**

A Bachelor's degree in engineering or a closely related field from an accredited college or university.

### **Experience:**

Six (6) years (full-time equivalent) verifiable experience in shops and structures development, which must have included at least three (3) years of management and administrative experience.

### **License or Certificate:**

Registration as a professional engineer in the State of California is 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.

**EEOC Code: 01**

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