



GROUP MANAGER, CAPITAL PROGRAM

FC: EF122
PB: 12

PC: 960
BU: 95
August 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 a capital program area including engineering, design, and project and construction management services; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the designated Executive Manager; and performs related duties as assigned.

CLASS CHARACTERISTICS

Positions in this job class manage, through subordinate supervisory and professional staff, activities related to engineering design, whether by in-house or contract staff, in the areas of elevator/escalator, communications, train control, traction power, stations, facilities, shops, equipment, and/or other major special engineering projects throughout the District. Incumbents are accountable for accomplishing departmental program goals and objectives and for furthering District goals and objectives within general policy guidelines. This class is distinguished from the designated Executive Manager in that the latter has overall responsibilities 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 management responsibility for a capital program area including engineering, design, and project and construction management services.
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.

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4. Plans, directs and coordinates, through subordinate level staff, the 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 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. Represents the Capital Program to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
13. Provides staff assistance to the Executive Manager; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
14. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering and construction management.
15. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

Operations of a comprehensive capital engineering and construction program.
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.
Principle and practices of project management.
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 assigned program area within a comprehensive capital engineering and construction 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.
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.
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.
Negotiating agreements with external entities.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.
May require work outside of normal business hours.

MINIMUM QUALIFICATIONS

Education:

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

Experience:

Six (6) years of (full-time equivalent) verifiable professional experience in engineering and construction project management, 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:

Walking, standing or sitting for prolonged periods of time.

EEOC Code: 01

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