



## GROUP MANAGER, STATIONS CAPITAL PROGRAM

FC: EF109  
PB: 12

PC: 960  
BU: 95  
July 2001

*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 Stations Capital Program within Transit System Development including the design and construction of stations and related facilities; 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**

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 station facilities, shops and facilities and equipment and/or other major special engineering projects throughout the District. Incumbents manage and direct multiple projects within assigned area of responsibility and are accountable for accomplishing departmental goals and objectives and for furthering District goals and objectives within general policy guidelines. This class is distinguished from the Executive Manager, Transit System Development in that the latter has overall responsibility for all engineering and system integration functions related to assigned capital projects.

### **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 the design, construction, and inspection of stations and related facilities; 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 Stations 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. Directs major engineering contract design and equipment procurement projects.
7. Directs and facilitates engineering design and construction projects; provides contract oversight for consultant services, resident engineers, and contractors.
8. Coordinates project implementation including project schedules and preparation of project budgets; monitors project status and budgets.
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 Stations 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, Transit System Development; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
14. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

## **QUALIFICATIONS**

### **Knowledge of:**

Operations and activities of a facilities engineering design and construction program.

Principles and practices of civil engineering.

Construction principles and practices.

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Principles and practices of construction project management.  
Principles and practices of policy development and administration.  
Principles and practices of contract administration and negotiation.  
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 major design engineering construction programs.  
Performing complex project management duties.  
Applying engineering and project management principles.  
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.  
Overseeing the activities of several construction 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 civil engineering or a closely related field from an accredited college or university.

#### **Experience:**

Six (6) years of (full-time) equivalent verifiable construction project management experience which must have included at least three (3) years of management and administrative experience.

#### **License or Certificate:**

Possession of registration as a professional engineer in the State of California.

#### **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:**

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

**EEOC Code: 01**

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