



GROUP MANAGER, WARM SPRINGS EXTENSION PROGRAM

FC: EF106
PB: 12

PC: 960
BU: 95
February 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 Warm Springs Extension Program (WSXP) within the Transit System Development Department including all services for the development and implementation of the program; 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 subordinate supervisory and professional staff, activities related to capital programs. The incumbent manages and directs multiple projects within assigned specific area of responsibility and is 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 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 engineering, construction and management services and activities including: design criteria development and implementation; contract document preparation; contract awards; design, construction and oversight; and contract close-outs; recommends and administers policies and procedures.
2. Manages the development and implementation of departmental goals, objectives, policies and priorities for the Warm Springs Extension Program.
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 Warm Springs Extension Program work plan; assigns tasks and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
5. Negotiates and coordinates implementation of complex agreements with third parties.
6. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
7. Provides contract oversight for consultant and contractor services.
8. Provides support in resolving complex systems and operational issues.
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 project budget; approves the forecast of funds needed for all project requirements, including staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
11. Explains, justifies and defends project policies and activities; negotiates and resolves sensitive and controversial issues.
12. Represents the Warm Springs Extension 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 as necessary on a variety of boards, commissions and committees; prepares and presents reports, presentations and other necessary correspondence.
14. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of transit design and construction.
15. Responds to and resolves difficult and sensitive citizen inquiries and complaints; participates in and assists in coordinating community relations programs.

QUALIFICATIONS

Knowledge of:

Operations of a comprehensive transit extension project.

Principles and practices of policy development and administration.

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Principles and practices of design and construction management.
Principles and practices of contract administration.
Principles and practices of budget preparation and administration.
Principles of supervision, training and performance evaluation.
Current office procedures, methods, and equipment including computers.
Related Federal, State and local laws, codes and regulations.

Skill in:

Managing a comprehensive and complex capital program.
Developing and administering project 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 delivery methods and techniques.
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.
Coordinating with outside agencies, utilities and railroads.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Other Requirements:

Requires working outside the normal 8 to 5, Monday through Friday work week.

MINIMUM QUALIFICATIONS

Education:

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

Experience:

Six (6) years of (full-time equivalent) verifiable professional experience in complex design and construction, 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; field environment; construction site environment; exposure to noise, dust, grease, smoke, fumes, gases, heat, cold, and inclement weather conditions.

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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