



## MANAGER OF ELECTRONICS AND COMMUNICATIONS ENGINEERING

**JC:** EF120  
**PB:** 10  
**FLSA:** Exempt

**BU:** 95 (NR)  
**Created:** May 2003  
**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, manages and oversees the electronics and communications engineering division of the Maintenance and Engineering Department at the District. Manages assigned activities with other divisions, departments and outside agencies; provides highly responsible and complex administrative support to the Group Manager, Systems Engineering; performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is the full-scope managerial level classification which is responsible, through subordinate professionals, for managing electronics, communications and existing computer engineering activities throughout the District, whether accomplished by District or contract staff, and is accountable for accomplishing division goals and objectives and for furthering District goals and objectives within general policy guidelines. This classification is distinguished from Deputy Director of Systems Engineering in that the latter has overall responsibility for configuration control, communications engineering, electronics, computer systems and train control engineering.

### **REPORTS TO:**

Deputy Director of Systems Engineering or designee.

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

1. Manages and oversees the activities and operations of the Electronics and Communications Engineering division including telephone, radio, and automatic fare collection and telecommunication systems; ensures compliance with District's standards and specifications.
2. Oversees, monitors and administers consultant contracts; develops project concepts; reviews design proposals; oversees installation and testing phases; reviews and approves final product.
3. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
4. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.

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5. Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
6. Monitors developments and legislation related to assigned area of responsibility; evaluates impact upon district operations; recommends and implements equipment, practice and procedural improvements.
7. Performs operational triage of unplanned requirements, events, projects, and maintenance items.
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 division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
10. Serves as the liaison for the Electronics and Communications Engineering Division with other divisions, departments and outside agencies; provides professional assistance to the Legal Department; serves as an expert witness; negotiates and resolves sensitive and controversial issues.
11. Serves as staff on a variety of boards, commissions and committees; prepares and presents periodic and special reports regarding division activities to management staff or other departments and other necessary correspondence.
12. Directs the preparation of conceptual plans and cost estimates of new facilities; oversees the preparation of project plans and schedules; resolves the most complex electronics and communications engineering design problems.
13. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
14. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of electronics and communications engineering.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Principles of operations, services and activities of a comprehensive electronics and communications engineering program
- Principles and practices of voice and data communications systems
- Principles and practices of electrical and electronics systems engineering
- Principles and practices of program development and administration
- Principles and practices of project scheduling and management
- Principles and practices of budget preparation and administration
- Principles and practices of contract administration
- Microprocessor-based systems and programming languages
- Principles of supervision, training and performance evaluation

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- Current office procedures, methods, and equipment including computers
- Related Federal, State and local laws, codes and regulations

### **Skill/Ability in:**

- Overseeing and participating in the management of a comprehensive electronics and communications systems
- Selecting, supervising, training and evaluating staff
- Reviewing electronics and communications engineering analysis and development proposals
- Overseeing and preparing project feasibility studies and cost estimates
- Participating in the development and administration of division goals, objectives and procedures
- Preparing and administering large program budgets and contracts
- Preparing clear and concise administrative and financial reports
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals
- Researching, analyzing and evaluating new service delivery methods and techniques
- Interpreting and applying Federal, State and local policies, laws and regulations
- Establishing and maintaining effective working relationships with those contacted in the course of work including District officials and the general public

### **MINIMUM QUALIFICATIONS**

#### **Education:**

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

#### **Experience:**

Five (5) years of (full-time) verifiable professional experience in communications engineering and design or related experience which must include at least two (2) years of supervisory experience.

#### **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 computers; field environment; construction site environment; exposure to heat, cold, moving vehicle, electrical energy and inclement weather conditions.

#### **Physical Conditions:**

May require walking, standing or sitting for prolonged periods of time.

Must possess sufficient physical mobility to inspect construction in progress or run varied equipment tests.

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

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

**Safety Sensitive:** No