



MANAGER OF ENGINEERING LIAISON

JC: 000063
PB: 10
FLSA: Exempt

BU: 95 (NR)
Created: August 2012
Revised: July 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 engineering activities of operating and capital programs by facilitating activities for special projects and other assigned activities within and on behalf of the working Engineering Group; provides complex administrative and engineering support to the Group Manager; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is a full-scope managerial level classification that is responsible for activities related to the District's infrastructure and related maintenance operations and capital improvement programs. The classification is accountable for accomplishing departmental goals and objectives and for furthering District goals and objectives within general policy guidelines. This class is distinguished from the Group Manager in that the latter has overall responsibility for all Engineering and program activities.

REPORTS TO

Group Manager or designee

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

1. Provides professional and complex engineering support to the Group Manager; plans, organizes, administers, reviews, and evaluates complex programs and engineering analysis within the area of assignment.
2. Makes recommendations for action and assists in the development and implementation of capital and maintenance programs for the department.
3. Conducts technical investigations of equipment and systems failures under the responsibility of the Maintenance and Engineering Department, participates in joint investigations with other district offices, and provides technical expertise to corporate and outside counsel.
4. Coordinates review of engineering design and construction documents for new systems and/or related projects; the interface and coordination of internal departments and external consultants and contractors, confers with District management staff regarding liaison activities, as assigned.

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5. Manages complex engineering projects associated with utility providers, including PG&E, public and private pipeline companies, water and sewage, and environmental compliance agencies.
6. Assists in the development and implementation of departmental goals, objectives, policies and priorities for each assigned area of responsibility.
7. Manages and oversees engineering review and recommendations for permits issued to outside parties for District property and infrastructure.
8. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
9. Oversees and participates in the development and administration of the budget for areas of responsibility; forecasts funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary within area of assignment.
10. Interprets District policies and procedures for employees; explains programs and resolves issues.
11. Represents the Maintenance and Engineering Department to representatives of manufacturers, vendors, governmental agencies and professional and business organizations; coordinates assigned activities with those of other departments and outside agencies and organizations.
12. Participates on various District management 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 systems and operations.

QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of a comprehensive related disciplinary engineering design and special projects program
- Principles and practices of related design engineering
- Principles and practices of project scheduling and management
- Principles and practices of program development and administration
- Principles and practices of engineering project contract administration
- Design, installation, operation and modification of heavy rail transit facilities and equipment
- 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/ Ability in:

- Overseeing and participating in the management of a comprehensive multi-disciplinary major engineering and maintenance projects program
- Developing and administering project goals, objectives, and procedures

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- Analyzing and assessing operational needs and making appropriate solutions
- Identifying and responding to sensitive community and organizational issues, concerns and needs
- Delegating authority and responsibility
- Selecting, supervising, training and evaluating staff
- 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. A Master's degree is preferred.

Experience:

Five (5) years of (full-time equivalent) verifiable professional engineering experience, preferably in design and maintenance of rail transit systems, which must have included at least two (2) years of supervisory experience.

License or Certificate:

Registration as a Professional Engineer (PE) in the State of California.

Other Requirements:

At time of hire must possess a valid California driver's license and have a satisfactory driving record. Must possess sufficient mobility to perform field inspections and investigations.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; field environment; construction site environment; exposure to heat, cold, moving vehicle, electrical energy, and inclement weather conditions.

Physical Conditions:

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

BART EEO-1 Job Group: 0500 - Executives/Managers
Census Code: 0430 - Miscellaneous Managers
Safety Sensitive: N