



## MANAGER OF SYSTEMS CAPACITY PLANNING

JC: 000249

PB: 9

FLSA: Exempt

BU: 95 (NR)

Created: October 2007

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 administers the District's planning and forecasting of data related to fleet size and capacities for stations, tracks, platforms, yards, and shops; performs related duties as required.

### **CLASS CHARACTERISTICS**

This administrator level classification manages major engineering construction or equipment acquisition projects from conceptual planning through completion throughout the District whether accomplished by contract or by District staff, and is accountable for further District goals and objectives within general policy guidelines. This classification is distinguished from the Director of Operations Planning in that the latter is responsible for the operations and activities of the Operations Planning Division.

### **REPORTS TO:**

Director of Operations Planning or designee.

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

1. Manages and administers the District's current develops and maintains current the BART Revenue Fleet Management Plan including fleet forecasts for vehicle delivery and retirement, extensions, storage and maintenance facilities; supports investments and financial planning with future service plans and estimates.
2. Coordinates BART benchmarking coordination in international organizations; coordinates reviews and submittals.
3. Supports BART initiatives to optimize capacity, including Core Capacity Program, extension and station planning, station hardening, and service configuration.
4. Formulates recommendations for management and governance on decisions of policy, investment, practice, and utilization that enable more efficient uses of BART capacity.

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5. Supports new technology investment based on forecast data.
6. Provides professional and complex administrative support to assigned Executive or Departmental management staff; develops, plans, organizes, directs and administers, reviews and evaluates complex programs and activities within area of assignment.
7. Makes recommendations for action and assists in the development and implementation of policies, procedures, goals and objectives.
8. Conducts a variety of organizational, operational and analytical studies and investigations; recommends modifications to existing programs, policies and procedures as appropriate; prepares a variety of formal reports.
9. Monitors the efficiency and effectiveness of service delivery methods and procedures; recommends, within department policy, appropriate service and staffing levels.
10. Participates in the development and administration of an assigned budget; forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; recommends adjustments as necessary.
11. Directs, coordinates and reviews the work of staff and outside contractors; serves as liaison between departments and executive offices to ensure program and project implementation within budget.
12. Directs, coordinates and reviews the planning, development and implementation of contracts and administration of management procedures and internal control mechanisms; ensures the cost effective and efficient use of staff and resources in accomplishing goals and objectives.
13. Directs and ensures timely response to legislative, media and community requests; Develop and implement legislative changes to existing State statutory regulations.
14. Plans, prepares and coordinates the preparation of reports including recommendations to the Board of Directors, committees and other management staff.
15. Plans and coordinates staff meetings regarding assigned projects and programs; schedules meetings and prepares agendas; arranges facilities; notifies participants.
16. Independently composes, compiles and prepares correspondence, reports and documents; reviews finished materials for completeness, accuracy and compliance with District policies and procedures; may oversee the maintenance of accurate records and file

**QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of engineering disciplines in assigned project area
- Principles and practices of engineering design and construction in assigned project area
- Principles and practices of project management
- Principles and practices of contract administration
- Principles and practices used in the preparation of designs, plans, specifications and cost estimates
- Principles and practices of strategic planning
- Methods and techniques of coordinating and scheduling project work
- Methods and techniques of contract negotiation
- Principles and practices of procurement
- Principles and practices of budget development and administration
- Principles of supervision, training and performance evaluation
- Current office procedures, methods and equipment including computers
- Related Federal, State and local codes, laws and regulations

**Skill/Ability in:**

- Managing, supervising and coordinating assigned projects
- Developing and implementing project goals, objectives and procedures
- Planning, organizing, directing, and coordinating the work of professional staff and contract consultants
- Planning, organizing, scheduling, monitoring and reviewing project work
- Managing project design concepts and solutions
- Managing and reviewing project budget analysis, calculations and cost estimates
- Preparing designs, plans, specifications and cost estimates
- Directing or conducting contract negotiations
- Conducting field inspections
- Developing and administering project budgets
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals
- Interpreting and explaining established policies and procedures for assigned District projects
- Preparing clear and concise reports
- Operating office equipment including computers and supporting word processing and spreadsheet applications
- 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:**

Bachelor's Degree in Engineering, Planning, Mathematics or a related field from an accredited college or university.

**Experience:**

Five (5) to Seven (7) years of professional verifiable experience in transit planning, project management or related experience.

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### **Substitution:**

Additional 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 sitting for prolonged periods of time.

**BART EEO-1 Job Group:** 0500 – Executives/Managers  
**Census Code:** 0100 – Administrative Managers  
**Safety Sensitive:** No