



PROJECT MANAGER, ELECTRICAL

JC: TBD
PG: 8
FLSA: Exempt

BU: 92(NR)
Created: 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 the District's electrical engineering projects; reviews, designs, provides construction management and contract support, and coordinates with other departments; performs related duties as assigned.

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 Engineering Division Manager classification in that the latter is responsible for the operations and activities of a specified engineering division.

REPORTS TO:

Deputy Director, Group Manager, Engineering Manager or designee.

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

1. Manages and administers the District's complex and advanced electrical engineering project duties in the preparation of engineering design plans and specifications for electrical facilities and systems, including traction and utility power, corrosion protection, lighting and other equipment and systems.
2. Performs engineering design duties; prepares engineering design drawings and specifications, calculations and cost estimates, provides design support during construction.
3. Plans, organizes, assigns, reviews and evaluates the work of assigned District and contract staff; manages and directs the work of contract consultants.
4. Inspects equipment or facility; analyzes and makes recommendations on engineering solutions for repair, modification or maintenance. Coordinates equipment procurement and testing activities.
5. Prepares and coordinates the preparation of construction feasibility studies and cost estimates;

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defines scope and develops conceptual plans; prepares electrical engineering design project proposals for management review and approval.

6. Oversees contractor and consultant contracts; assists in contract negotiation and preparation; monitors work activities to ensure compliance with contractual obligations.
7. Coordinates engineering work with that of other engineering divisions and public agencies; administers control of required documentation for electrical engineering projects.
8. Participates in the selection of engineering staff; provides engineering guidance to lower level staff in their areas of work including electrical engineering design, methods, procedures and techniques.
9. Initiates and evaluates design and field engineering changes during construction; takes field measurements of completed work; inspects construction at substantial and final completion stages; reviews, stamps, and signs design drawings as Engineer of record for construction contracts.
10. Prepares engineering reports, manuals and other correspondence related to work activities.
11. Participates in the preparation and administration of the electrical engineering program budget; submits budget recommendations; monitors expenditures.
12. Recommends approval of and submits contractor's progress payment applications; maintains documentation of contract deficiencies.
13. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of electrical engineering.

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.

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- 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 or a related field from an accredited college or university.

Experience:

Five (5) to seven (7) years of electrical engineering, project management, or related experience.

License or Certificate:

Certified professional engineer certificate required.

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 when conducting field inspections and investigations.

Physical Conditions:

Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; Must be physically able to conduct field inspections and testing as assigned.

BART EEO-1 Job Group: 3000 – Engineers
Census Code: 1410 – Electrical Engineers
Safety Sensitive: No