



PROJECT MANAGER, STATION

JC: 000268
PB: 9
FLSA: Exempt

BU: 95 (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 station projects; plans, 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. Coordinates and communicates with internal stakeholders and executive management to make scope, schedule, and design decisions affecting the development and delivery of assigned project; resolves discrepancies.
2. Develops and directs the implementation of goals, objectives, policies and procedures in assigned project areas.
3. Plans, organizes, assigns, reviews and evaluates the work of assigned District and contract staff; manages and directs the work of contract consultants.
4. Directs or participates in the preparation and review of designs, plans, specifications and cost estimates; ensures specifications and contract requirements comply with District standards and policies.

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5. Supports advancement of Transit-Oriented Development in coordination with Real Estate & Property Development.
6. Oversees contractor and consultant contracts; develops scope of work; prepares request for proposal; reviews proposals and makes recommendation on selection; assists in contract negotiation and preparation; monitors work activities to ensure compliance with contractual obligations.
7. Manages overall administration of projects, including scope, schedule, and budget; reviews consultant invoices and progress reports.
8. Serves as the project liaison with other divisions, departments and outside agencies; engages with external stakeholders, including partner agencies, community stakeholders, and other interested parties.
9. Provides responsible staff assistance for higher level management staff on projects and related matters.
10. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering design and construction.

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

Skill in:

- Managing, supervising and coordinating assigned projects.
- Developing and implementing project goals, objectives and procedures.
- 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.
- Identify critical path project tasks.
- Strategizing implementation of policy goals.
- Developing and administering project budgets.

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- 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 Business Administration, Engineering, or a related field.

Experience:

Five (5) to Seven (7) years of professional verifiable experience in planning, construction management, engineering project management or related 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 computer screens; field environment; travel from site to site.

Physical Conditions:

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; Must possess sufficient physical mobility to inspect construction in progress or review other projects.

BART EEO-1 Job Group: 0500 – Executive/Managers
Census Code: 0430 – Miscellaneous Managers
Safety Sensitive: No