



GROUP MANAGER, ENGINEERING LIAISON

FC: EF224
PB: 12
FLSA: Exempt

PC: 960
BU: 95 (NR)
Created: August 2, 2006
Updated: October 2017

*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

Plans, directs, manages and oversees engineering activities of operating and capital programs liaison activities for the capital/rehabilitation programs and other special projects; coordinates assigned activities within the Maintenance and Engineering Department, other departments and outside agencies; provides complex administrative and engineering support to the Assistant Chief Maintenance and Engineering Officer; and performs related duties as assigned.

CLASS CHARACTERISTICS

Positions in this class manages, through subordinate supervisory and professional staff activities related to the District's maintenance operations and capital improvement programs. The incumbent manages and directs multi-disciplinary projects within assigned areas of responsibility and 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 Assistant Chief Maintenance and Engineering Officer, in that the latter has overall responsibility for all maintenance, engineering and program activities.

REPORTS TO

This position reports to the Chief Maintenance and Engineering Officer or his/her designee.

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

1. Provides professional and complex engineering support to the Assistant Chief Maintenance and Engineering Officer; plans, organizes, administers, reviews and evaluates complex programs and engineering analysis within the area of assignment.
2. Makes recommendation for action and assists in the development and implementation of capital and maintenance programs for the department.

Group Manager, Engineering Liaison

Page 2

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. Assumes oversight responsibility for coordination of engineering review of design and construction documents for new facilities; the interface and coordination of internal departments and external consultants and contractors, confers with District management staff regarding liaison activities, as assigned.
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. Provides engineering expertise in the purchase and management of the District electrical power, works closely with other executive offices in establishing strategies for power conservation and set goals for reduction in power consumption.
8. Manages and oversees engineering review and recommendations for permits issued to outside parties for District property and infrastructure.
9. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
10. Oversees and participates in the development and administration of the department budget for areas of responsibility; forecasts funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
11. Explains, justifies and defends departmental programs, policies and activities; negotiates and resolves sensitive and controversial issues.
12. 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.
13. Provides responsible staff assistance to the Assistant Chief Maintenance and Engineering Officer Engineer; participates on various District management committees; prepares and presents staff reports and other necessary correspondence.

14. 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 multi-disciplinary engineering design and special projects program.

Principles and practices of 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 policy development and administration.

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 in:

Managing a comprehensive multi-disciplinary major engineering and maintenance projects program.

Developing and administering departmental goals, objectives and procedures.

Analyzing and assessing policies and 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 an engineering discipline or a closely related field from an accredited college or university. A Master's degree is preferred.

Experience:

Six (6) years of (full-time equivalent) verifiable professional engineering experience, preferably in design and maintenance of rail transit systems, which must have included at least three (3) years of management and administrative experience.

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.

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.

EEOC Code: 01

Safety Sensitive Designation: No