**Class Summary**

This responsibilities of this classification include overseeing the planning and/or the implementation of transit capital programs. Incumbents are responsible for the supervision and direction of staff, establishing, and monitoring section priorities, and developing and implementing processes and plans for capital project delivery in alignment with department strategy.

**Distinguishing Characteristics**

This is a standalone classification. It is distinguished from other transit section manager positions and from other engineering management positions by broad planning and/or implementation management responsibilities for capital projects within the Transit Department.

**Examples of Duties**

1. Oversee and direct the work of staff. Hire, develop, direct, coach, evaluate, discipline, and terminate staff.
2. Develop, communicate, and monitor capital priorities, strategies, and work plans for assigned section; ensure alignment with division and department goals.
3. Develop and implement section performance measures and annual goals and objectives.
4. Develop, implement, and maintain standards, policies and procedures for capital planning, engineering, construction management, project management, and related work. Ensure compliance with applicable laws, regulations, and policies.
5. Negotiate, approve, and manage consultant contracts.
6. Develop, approve and monitor the section budget; determine and allocate resources.
7. Perform other duties as assigned.

**Knowledge/Skills**

Advanced knowledge of management techniques and principles and skill applying this knowledge within a highly skilled professional workforce

Advanced knowledge of capital project planning techniques and principles

Advanced knowledge of capital project management, construction, and contract administration techniques and principles

Advanced knowledge of strategic planning techniques and principles and the application of this knowledge to establish priorities and make effective decisions

Knowledge of public finance, budgeting techniques, and principles

Knowledge of engineering techniques and principles

Knowledge of the legislative process and skill in working with elected officials, regulatory agency representatives, and the general public

Knowledge of policy development and analysis techniques

Knowledge of the principles, practices and techniques of labor relations, including interest-based or collaborative negotiations with unions, and handling grievances and arbitration

Knowledge of federal, state and local laws related to employment, civil rights, and affirmative action

Skill in developing and managing employee performance

Skill in written and verbal communication

Skill in conflict resolution techniques and principles

Skill in effectively planning, evaluating, and allocating resources to complete work plans

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Bachelor’s degree in Engineering, Construction Management, Business Management, Public Administration, or related field and increasingly responsible experience in the field of capital project planning, implementation, and management including supervisory and/or management experience

OR any combination of experience and education that provides the knowledge, skills and abilities to perform the essential functions of the job

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

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| **FLSA Designation** | Exempt (Executive) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | None |
| **Class History** | 2/2019 - Created |