**Class Summary**

This classification is responsible for providing the day-to-day supervision of an assigned workgroup and management of capital and operating project work within the Capital Division for the Metro Transit Department (MTD).

**Distinguishing Characteristics**

This is the first level in a two-level classification series. Incumbents are responsible for performing aspects of capital and/or operating projects by supervising, directing, and administering one workgroup's transit capital or operating project work. This classification is distinguished from the various IV and V positions working within the Capital Division, in that employees within the Transit Capital Supervisor position directly supervise employees within the respective workgroups. This classification is distinguished from the Transit Capital Unit Manager in that incumbents within the Transit Capital Unit Manager position are responsible for managing a unit made up of several workgroups and overseeing the work through multiple Transit Capital Supervisors.

**Examples of Duties**

1. Supervise staff members, including hiring, scheduling work, performance management, coaching, evaluating performance, and initiating appropriate disciplinary action.
2. Implement workgroup project schedules and milestone reporting; identify and allocate resources across projects to meet workgroup and unit performance goals.
3. Prepare and implement work plans and fulfill annual workgroup initiatives.
4. Provide technical expertise in the evaluation and analysis of complex, sensitive, and political issues in the specific discipline areas of the workgroup.
5. Oversee and monitor the workgroup’s assigned capital project’s budget and schedule.
6. Oversee consultant contracts and guide workgroup staff to resolve issues.
7. Review and approve Request for Proposals (RFPs) developed by the workgroup in partnership with procurement staff.
8. Lead the implementation of policies and procedures within the workgroup.
9. Contribute to developing and preparing biennial capital improvement program requirements and budgets.
10. Act as liaison between internal and external stakeholders and working groups, including committees, workgroups, elected officials, partner agencies, and the public.
11. Assist the Transit Unit or Section Managers with formulating strategic plans and tactical direction.
12. Provide for quality assurance of workgroup products, which may include stamping, signing, and/or authorizing work products developed by members of the assigned workgroup who have not completed required licensing or other professional certifications.
13. Perform other duties as assigned.

**Knowledge/Skills**

Advanced knowledge of capital project planning techniques and principles

Knowledge of technical aspects of capital project work and principles of the disciplines contained within the workgroup.

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

Knowledge of supervisory methods and principles

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**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position. Education/Experience/licenses in the respective field as required.

**Licensing, Certification, and Other Requirements**

Washington State Driver’s License or the ability to provide transportation to remote work locations with limited or no public transportation services

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

Engineering Transit Capital Supervisors shall have a Washington State Engineering License.

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | Transit Capital Supervisor  Transit Capital Unit Manager |
| **Class History** | 03/2022 - Created |