**Class Summary**

The responsibilities of this classification include managing, supervising, and directing all of transit facilities and state of good repair capital project planning, which includes operational needs planning, fixed asset capital improvements identification, and prioritizing, scoping, and launching capital projects that produce new or replacement facilities and equipment.

**Distinguishing Characteristics**

This is a single level classification. Incumbents are not responsible for managing the repair or maintenance of the fixed assets which distinguishes incumbents from those within the Transit Superintendent – Facilities Maintenance. This classification is distinguished from the Transit Supervisor – Service Development classification in that incumbents are responsible for planning and scheduling on transit system needs, service, and capital infrastructure requirements but are not responsible for the planning and directing the project planning for transit facilities or other fixed assets.

**Examples of Duties**

1. Develop and oversee the implementation of short and long-range plans to expand, enhance, and sustain transit assets and infrastructure.
2. Develop strategic operating and capital budget recommendations, facilitate multimodal transportation choices, and achieve departmental goals for mobility access, sustainability, equity and social justice, quality environment for transit workforce, and related initiatives.
3. Oversee capital improvement projects and grants related to facilities and state of good repair; prepare grant applications and coordinate contracting processes in compliance with all mandated requirements before and during the planning phase.
4. Monitor capital improvement projects to facilities and state of good repair projects following the facility planning through close out phase to ensure that end user needs are met.
5. Supervise assigned staff; provide guidance and direction, establish work performance standards, and initiate corrective actions when required; fulfill required responsibilities in grievance and arbitration processing and adjudication.
6. Approve requests for infrastructure improvements; identify, plan, and coordinate implementation of physical changes in the transit system’s facilities or equipment.
7. Manage, administer, and monitor capital project and program budgets; review and recommend expenditures; manage and administer contractor, vendor service, supply, and other related contracts.
8. Establish processes and methodologies required to convert established service and facility plans into operable and viable transit capital projects.
9. Develop partnerships with businesses, local utilities, and jurisdictions.
10. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of facility and equipment planning principles, practices, and methodologies

Knowledge of industry trends in facility construction, maintenance, systems, and materials

Knowledge of sustainable building principles in planning and design of facilities and equipment installations

Knowledge of capital project funding and investment strategies

Knowledge of regional transportation infrastructures and service providers

Knowledge of regional transportation planning processes and legislative authorities

Knowledge of transit operations and practices

Knowledge of project management principles including cost estimating and schedule development

Knowledge of construction or procurement project management and engineering design standards and protocols

Knowledge of life cycle cost and cost benefit analysis

Knowledge of grant development and management processes

Knowledge of and skill in operational, policy, and process improvement analyses

Knowledge of ADA requirements that apply to public facility design

Knowledge of workforce planning and budget administration

Knowledge of safety procedures and application of safety principles in planning and design activities

Skill in verbal and written communication

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

**Licensing, Certification and Other Requirements**

Valid Washington State Driver's License

Additional 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 |
| **Service Status** | Career Service  |
| **EEO Code** | 2 |
| **Levels within same series** | None |
| **Class History** | 3/2021 - Created |