



Title: Director, Civil and Track Design

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to direct the Civil and Track Design Department. This is accomplished by providing technical and procedural guidance to staff, coordinating and interfacing with various utilities and City and County agencies, working with facility expansions and existing infrastructure, developing work plans for projects, preparing requests for proposals, assisting with preparation of work plans, developing and reviewing technical reports, reviewing design submittals for compliance, and recommending changes to existing plans and design criteria.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Manages projects by developing schedules, budgets, and staffing plans, obtaining consultant services, providing technical support and guidance, coordinating among various parties, including city, county, state, and private organizations, administering contracts, review technical documents and provide feedback, preparing and/or overseeing right of way engineering documents, plats and legal descriptions, and making presentations to the Board of Directors and the public.	50%
2	S	Developing designs by supervising the conceptual plans for proposed light rail extensions and facility improvements, developing budgets for proposed projects, evaluating various impacts of proposed projects to determine feasibility, providing recommendations to executive management and department managers, and participating in technical committees and panels.	25%
3	S	Supports operational, facilities, real estate and planning functions by examining and identifying deficiencies within RT's existing track systems, facilities, and structures, preparing recommendations for improvements, providing technical advice and guidance, preparing engineering documents, plats, and legal descriptions, reviewing development projects that may impact RT's existing light rail system and facilities, and participating in internal	15%



		audits as needed.	
4	S	Supervises staff by planning and directing the work of professional engineers, assigning and monitoring technician workloads, preparing performance evaluations, and reviewing timesheets. Provides project management by developing the Request for proposals for selection of consultants, and contract management. Oversees professional development of lower level engineers.	10%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires specialized knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Engineering. Substitution of experience for the required education is not accepted.
Experience	A minimum of seven (7) years of experience performing professional engineering work in design, estimating, construction and contract administration, with a strong emphasis on design and construction of rail transit systems and facilities, including three (3) years of supervisory experience.
Supervision	Work involves problem solving and mediating highly conflicting, unexpected and unusual problems involving multiple groups. Applies broad management responsibility for a large program or set of related functions. Provides direct and indirect supervision to lower level personnel.
Human Collaboration Skills	Recommendations regarding policy development and implementation are made and/or recommended. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Freedom to Act	The employee normally performs the duty assignment according to his or her judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance is reviewed periodically.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan, and adjusts as necessary.
Reading	Advanced - Ability to read literature, books, reviews, scientific or



	technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Professional Engineer license in the State of California is required.

KNOWLEDGE

- Project management principles, practices, methods, and application.
- Construction management principles, practices, methods, and application.
- Methods of organization, directing, and managing project team.
- Principles of supervision, training, employee development, and effective discipline.
- Scheduling, cost estimating, project control, and document control processes.
- Contract management principles.
- State, Federal, and local funding programs, including application requirements.
- Forecasting and trend analysis methodology.
- Construction of civil, track, systems, and structures.
- Quality assurance and quality control methods and practices.
- Laws, ordinances, rules, standards and regulations related to public transportation.
- Public utility relocation requirements and coordination.
- Safety certification requirements.
- Civil and systems engineering and architectural design.
- Specification writing and construction plan development.

SKILLS

- Advanced word processing, spreadsheet, presentation and database software.
- Specialized software related to functional area.

ABILITIES

- Learn the District’s organizational structure and objectives.
- Learn management procedures, policies, and agreements of the District.
- Communicate effectively, both orally and in writing.



- Prepare and make presentations.
- Prepare and conduct effective meetings.
- Plan, organize, and direct the work of others.
- Learn transit operations requirements related to rail.
- Prepare monthly status reports addressing project scope, schedule and cost.
- Lead a project team through successful implementation of a project.
- Develop, monitor, and manage a budget.
- Mentor and motivate staff.
- Read, interpret, and modify plans, specifications, and contract documents.
- Establish and maintain cooperative working relationships with representatives of federal, state, regional, and local agencies, private contractors, the public, and other stakeholders.
- Negotiate contract agreements with agencies, utilities, consultants, and contractors.
- Review and prepare correspondence and complete reports.
- Effectively represent the District before city councils, other Federal, State, local, and regional agencies and before local citizens at public meetings and hearings.
- Select, supervise, train, motivate, assign, evaluate, counsel, and discipline staff.
- Define problem areas and evaluate, recommend, and implement alternatives.
- Design, check, and sign drawings and specifications
- Understand, interpret, and analyze complex legal and technical information, including state and federal laws and regulations.
 - Establish and maintain cooperative working relationships.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Making presentations, communicating with co-workers, observing work site, observing work duties
Sitting	C	Desk work, meetings, driving
Walking	O	To other departments/offices/office equipment, around work site
Lifting	R	Files, supplies, equipment
Carrying	R	Files, supplies, equipment
Pushing/Pulling	R	File drawers, tables and chairs
Reaching	R	For supplies, for files
Handling	O	Paperwork
Fine Dexterity	F	Computer keyboard, calculator, telephone pad
Kneeling	R	Filing in lower drawers, retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers, retrieving items from lower shelves/ground
Crawling	R	Under equipment, inside attics/pipes/ditches
Bending	R	Filing in lower drawers, retrieving items from lower shelves/ground
Twisting	O	From computer to telephone, getting inside vehicle
Climbing	R	Ladders, stairs
Balancing	R	Ladders
Vision	C	Driving, observing work site, reading, computer screen
Hearing	F	Communicating with co-workers, listening to equipment
Talking	O	Communicating with co-workers and on telephone
Foot Controls	O	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, copier, fax machine, calculator, vehicle, computer, and related software and hardware



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	N
Electrical Hazards	R
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Safety shoes, reflective safety vest, hard hat, and protective eyewear

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	O
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.