



**Title: Director, Construction Management**

FLSA Status: Exempt

**BRIEF DESCRIPTION:**

The purpose of this position is to direct the District’s capital construction projects. This is accomplished by managing consultant and construction contracts, developing scope for the issuance of proposals, and coordinating construction and construction oversight activities.

**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.

<b>(S) Sedentary</b> Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	<b>(L) Light</b> Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	<b>(M) Medium</b> Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	<b>(H) Heavy</b> Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	<b>(V) Very Heavy</b> 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 the District’s capital construction projects by meeting with departmental staff to get updates on status of project work, managing consultant and construction contracts, meeting with project stakeholders to coordinate activities and provide informational updates, developing scope for the issuance of RFP's for needed professional services, assisting design team members with the development of construction documents, and coordinating construction and construction oversight activities.	70%
2	S	Manages departmental staff by providing staff guidance on the priority of projects, emphasizing the importance of teamwork, ensuring effective communications with other departments and among project team members, mentoring staff, encouraging and supporting importance of professional development, leading by example, completing performance evaluations, and setting goals and expectations for staff.	20%
3	S	Performs administrative duties by assisting in the development of department and divisional budget, monitoring budgets, and providing support to the division head.	10%



**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad 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 Construction Management, Engineering, Business Administration, Public Administration or a closely related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	<p>A minimum of seven (7) years of experience in project management, construction management, project controls or contract administration of rail transit and other transportation projects, including three (3) years of supervisory experience.</p>
Supervision	<p>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.</p>
Human Collaboration Skills	<p>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.</p>
Freedom to Act	<p>The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.</p>
Technical Skills	<p>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.</p>
Budget Responsibility	<p>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.</p>
Reading	<p>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.</p>
Math	<p>Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and</p>



	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	

<b>KNOWLEDGE</b>
<ul style="list-style-type: none"> <li>• Project management principles, practices, methods, and application.</li> <li>• Construction management principles, practices, methods, and application.</li> <li>• Methods of organization, directing, and managing project team.</li> <li>• Principles of supervision, training, employee development, and effective discipline.</li> <li>• Project scheduling, cost estimating, project control, and document control processes.</li> <li>• Contract management principles.</li> <li>• State, federal, and local funding programs, including application requirements.</li> <li>• Forecasting and trend analysis methodology required for updates to project schedules and estimates.</li> <li>• Construction of civil, track, systems, and structures, including codes and safety regulations.</li> <li>• Quality assurance and quality control methods and practices.</li> <li>• Laws, ordinances, rules, and regulations related to transportation and standards for public works, transit, and/or highway construction.</li> <li>• Public utility relocation requirements and coordination</li> <li>• Safety certification requirements for opening new facilities/extensions for service.</li> <li>• Construction claim avoidance and claim resolution techniques.</li> <li>• California Public Utilities Commission General Orders, NEC codes, FTA guidelines, and FRA rules and regulations.</li> </ul>

<b>SKILLS</b>
<ul style="list-style-type: none"> <li>• Advanced word processing, spreadsheet, presentation and database software</li> <li>• Specialized software related to functional area</li> </ul>

<b>ABILITIES</b>
<ul style="list-style-type: none"> <li>• Learn the District’s organizational structure and objectives.</li> <li>• Learn management procedures, policies, and agreements of the District.</li> <li>• Communicate effectively, both orally and in writing.</li> <li>• Prepare and make presentations.</li> </ul>



- Prepare and conduct effective meetings.
- Learn transit operations requirements related to rail.
- Plan, organize, and direct the work of others
- Prepare monthly status reports addressing project scope, schedule and cost.
- Lead a project team of diverse individuals 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.
- Negotiate contract agreements with other agencies, utilities, consultants, and contractors.
- Review and prepare correspondence and complete reports.
- Effectively represent the District before the Board of Directors, city councils, other federal, state, local, and regional agencies, boards and commissions, and before local citizens in public meetings and hearings.
- Select, supervise, train, motivate, assign, evaluate, counsel, and discipline staff.
- Define problem areas and evaluate, recommend, and implement alternative solutions to complex issues and problems.
- Establish cooperative working relationships with staff, contractors, consultants, technical committees, community and industry organizations, representatives of federal, state, regional, and city agencies, and the general public.
- Plan, organize, direct, implement, and evaluate activities related to the construction of new light rail stations, track, power, and signaling devices.



**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, observing work site, observing work duties, communicating with co-workers
Sitting	C	Desk work, meetings, driving
Walking	O	To other departments/offices, around work site
Lifting	R	Supplies, files
Carrying	R	Supplies, files
Pushing/Pulling	R	File drawers, tables and chairs
Reaching	R	For supplies, for files
Handling	O	Paperwork
Fine Dexterity	F	Computer keyboard, telephone keypad
Kneeling	R	Retrieving items from lower shelves/ground
Crouching	R	Retrieving items from lower shelves/ground
Crawling	N	
Bending	R	Retrieving items from lower shelves/ground
Twisting	O	From computer to telephone, getting inside vehicle
Climbing	O	Stairs, ladders
Balancing	R	Ladders
Vision	C	Reading, computer screen, driving, observing work site
Hearing	F	Communicating via telephone/radio, to co-workers/public
Talking	O	Communicating via telephone/radio, to co-workers/public
Foot Controls	O	Driving
Other (specified if applicable)		

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Telephone, copier, fax machine, calculator, vehicle, Computer and associated hardware and software.



**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> 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	S
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

Safety shoes, safety eyewear, reflective safety vests, and hard hat

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	R
Frequent Change of Tasks	O
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.