



Title: Director, Project Management

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to provide management and supervision to District staff assigned to work on large capital projects from development through environmental, engineering, right of way, construction, and start of light rail revenue service, manage the cost, scope, and schedule of projects. This is accomplished by providing guidance and direction in the management of large capital projects, monitoring costs and schedules, and preparing and presenting public information updates for community meetings, political leaders, and staff.

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. |
|---|---|--|---|---|

| # | Code | Essential Functions | % of Time |
|---|------|---|-----------|
| 1 | S | Manages large capital projects by providing leadership and guidance to project team members, monitoring project budgets and schedules and making adjustments as necessary, reviewing work by project team members and providing feedback, providing oversight to consultant contracts, meeting with utility and public agency staff to coordinate project work, providing updates to the public and elected and appointed officials, meeting with federal and state agency staff to coordinate permitting processes, approvals, and funding, and working with RT managers to ensure timely completion of project assignments. | 70% |
| 2 | S | Performs administrative duties by providing input to the development of the annual budget, participating in management team meetings, advising management of engineering and construction and related management staff of issues affecting execution and completion of capital projects, providing input to the performance evaluations of project team members, and working with operations to ensure capital projects accomplish their needs. | 20 % |
| 3 | S | Represents the District by attending and/or making presentations at conferences and seminars, organizing and/or leading meetings or discussions on issues, providing feedback on development projects or other transit agency projects, and meeting with external agencies to advocate for planned projects or projects under development. | 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 college resulting in a Bachelor's degree or equivalent in Engineering, Construction Management, Planning or a 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 requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.</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 job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. 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 at the college level or above. However, it may be obtained from experience and self-study.</p> |
| Math | <p>Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.</p> |
| Writing | <p>Advanced - Ability to write editorials, journals, speeches, manuals, or</p> |



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| critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study. |
| Certification & Other Requirements |

| KNOWLEDGE |
|--|
| <ul style="list-style-type: none"> • 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. • Project 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 required for updates to project schedules and estimates. • Design and construction of civil, track, systems, and structures, including codes and safety regulations. • Quality assurance and quality control methods and practices. • Laws, ordinances, rules, and regulations related to public transportation and standards for public works, transit, or highway construction. • Public utility relocation requirements and coordination. • Safety certification requirements for opening new facilities/extensions for service. • Right of way acquisition activities and approval processes. • Planning and environmental studies, and associated approval processes. • Construction claim avoidance and claim resolution techniques. |

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

| ABILITIES |
|---|
| <ul style="list-style-type: none"> • 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 • Prepare monthly status reports addressing project scope, schedule and cost. • Lead a project team of diverse individuals through successful implementation of a project. |



- Learn transit operations requirements related to rail.
- Develop, monitor, and manage a budget.
- Mentor and motivate staff.
- Read, interpret, and modify plans, specifications, and contract documents.
- Establish and maintain cooperative relations with representatives of federal, state, regional, and local agencies, private contractors, the public, and other stakeholders.
- Negotiate contract agreements with other agencies, utilities, consultants, and contractors.
- Review and prepare correspondence and complete reports.
- Effectively represent 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.
- Learn regulatory requirements that influence rail transit projects.



OVERALL PHYSICAL STRENGTH DEMANDS:

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

| Sedentary | Light | Medium | Heavy | Very Heavy |
|---|--|---|---|--|
| X | | | | |
| 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 | Frequently | Occasionally | Rarely | Never |
| 2/3 or more of the time. | From 1/3 to 2/3 of the time. | Up to 1/3 of the time. | Less than 1 hour per week. | 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; |
| 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 | R | Stairs; ladders |
| Balancing | R | Ladders, On step stools |
| 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, vehicle, calculator, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

| | | | | |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|
| C Continuously | F Frequently | O Occasionally | R Rarely | N Never |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|

| | | | | |
|-------------------|--|---|------------------------|-------------------|
| D Daily | W Several Times Per Week | M Several Times Per Month | S Seasonally | N Never |
|-------------------|--|---|------------------------|-------------------|

| -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, protective eyewear, safety vest, hard hat (occasionally)

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 |
|---|---|---|-----------------------------------|

| -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.