



## Alameda Contra Costa Transit District Classification Specification

Exhibit-A

### Director of Capital Projects - **DRAFT**

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Resolution #
314	Exempt	EO04 -Officials & Administrators	Unrepresented	14	04/12/2023	23-019

**DEFINITION:** Under administrative direction, oversees all functions, activities, and the strategic direction for the District's capital improvement programs and projects including the District's capital projects, and long-term programming including the environmental engineering and alternative fuels programs; provides oversight of the District's Project Management office; oversees and mentors departmental staff; provides highly responsible and complex professional consultation and guidance to the Executive Director of Planning and Engineering, other executive management, and District staff, in area of expertise. ~~personnel~~ oversees compliance with industry project management best practices; ~~ensures adherence to the scope, budget, schedule and status reporting for the District's capital projects; coordinates the activities of the department with those of other District departments/divisions, and outside entities; accomplishes departmental planning, operational goals, and strategic objectives; furthers the District's goals, and objectives within general policy guidelines.~~

This classification is differentiated from the Executive Director in that the latter has overall responsibility for all functions, activities, and staff within the Planning and Engineering Department. This classification is differentiated from the departmental management level classifications in that the Director is responsible for short and long-term direction and planning of the assigned area within the department. This is an at-will, unrepresented classification. Under general supervision, ~~directs the activities and staff of the District's Capital Projects unit; Alternative Fuels program, and Project Management office; provides oversight and mentoring to all Project Managers to ensure adherence to the scope, budget and schedule for all district capital projects, as well as status reporting, and compliance with industry best project management practices.~~

#### **REPRESENTATIVE FUNCTIONS include, but are not limited to:**

- Oversees the District's Capital Improvement Program, from project selection to Board of Directors authorization; oversees project management lifecycle including: project initiation, planning and environmental review, design and engineering, permitting, construction bid and procurement, construction and implementation, commissioning, final turnover to the project owner, and project closeout. ~~Directs all District's capital projects, from authorization of the project to be listed in the Capital Improvement program, through planning and environmental phase, preliminary engineering, final design, construction, commissioning, and final turnover to operations.~~
- Provides leadership to assigned units; selects, trains, develops, mentors, and guides staff in achieving goals and objectives; provides constructive feedback on performance and behaviors; reviews and evaluates work; counsels and handles personnel actions, as needed.
- Develops, directs, and coordinates the overall work plan of the department; contributes to the department's ~~service~~ quality through the development and implementation of policies and procedures to meet legal requirements, District needs, and strategic objectives; continuously monitors and evaluates the efficiency, and effectiveness of ~~service~~ project delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Manages, develops, and administers the department's annual budget and provides for the effective utilization of organizational resources; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of, and approves expenditures; directs and implements adjustments, as needed
- Directs the District's Environmental Engineering team; applies consistent oversight to ensure compliance with environmental regulations, routine environmental testing, and monitoring programs, environmental permitting, as well as coordinated mitigations and responses to environmental issues, violations, and concerns.
- Develops and communicates project management frameworks and methodologies based on ~~best project management~~ industry ~~best project management~~ practices; using ~~modern state-of-the-art~~ project management tools to deliver projects on time, ~~within~~ on-budget, and ~~within~~ quality standards.



## Alameda Contra Costa Transit District Classification Specification

### Director of Capital Projects

- Develops short -and long-range Capital Improvement ~~plan~~programs and collaborates on a continual basis with ~~staff of~~ Service Development and Operations staff.
- Develops project teams, and directs the activities of Senior Project Managers, Environmental Engineers, Project Coordinators, Project Managers, and other assigned District staff, as well as external consultants and contractors; ~~;~~ Applies consistent project oversight and monitoring of work flow, team building, and coaching.
- Develops or oversees the development and updating of project scope, budgets, and schedules through the project management lifecycle; ~~in order to avoid or~~ minimizes cost overruns; ~~while assuring~~assures consistency in design, construction, quality of materials, safety, security, and adherence to projected schedule.
- Coordinates the activities of the department with those of other District departments/divisions, and outside entities~~Consults with District staff in other departments, including Operations, Legal, Internal Audit, Finance and Procurement;~~ to ensure compliance with project requirements and District policies and procedures.
- ~~Consults with District staff in other departments and may supervise staff of other departments on an ad hoc basis, as required by project needs.~~ Provides consultation and expertise to other District staff departments/divisions to resolve jurisdictional or legal issues; may supervise staff of other departments on an ad hoc basis, as required by project needs.
- Develops and/or reviews Requests for Proposals/Qualifications; and partners with Procurement to achieve the most advantageous solicitation process, and pricing objectives, while adhering to the District's objectives and/or quality standards.
- Oversees and/or approves plans, specifications, reports, and other documents submitted by District staff and consultants; and orders appropriate revisions.
- Reviews and approves payment applications and change orders by contractors and consultants in consultation with appropriate District staff, and in compliance with the District process and procedures.
- Reviews and approves task orders to the District's on-call staff extension Project Management / Construction Management and Architectural and Engineering contracts.
- Provides periodic reporting Reports on all projects on a monthly and/or quarterly basis, as required; provides a Quarterly Report to the District on the entire Capital Projects portfolio.
- Oversees external and internal stakeholder interfaces to promote the projects through community and media outreach, ~~and assure resolution of issues and concerns proactively.~~
- ~~Applies methodologies and techniques of Project Management, including the principles of the Project Management Institutes PMBOK (ANSI 99-001-2008).~~
- ~~Communicates, negotiates, and consults with officials of various jurisdictions within the AC Transit District. Coordinates activities and project phases with Federal, state, and local agencies to ensure compliance with laws and regulations, or local requirements.~~
- Establishes and monitors short and long-range goals and strategies; formulates policies; confers with and presents recommendations to the Executive leadership team and Board of Directors; oversees implementation of recommendations following adoption by the Board.
- Stays abreast of changing laws, regulations, procedures, innovations and emerging technologies pertaining to capital improvements/project management, applicable to the transit industry and public sector agencies; communicates business implications, and impact to all key stakeholders including: Board of Directors, executive management, other District staff, and various public and private entities.
- Performs related duties ~~;~~ as required.

### MINIMUM QUALIFICATIONS:



## Alameda Contra Costa Transit District Classification Specification

### Director of Capital Projects

**Knowledge of:** Principles and practices of project management and administration at an advanced level of expertise; —principles of staff supervision, team-building, and motivation; fiscal management, and contract administration; risk management, quality control and quality assurance practices in the design and construction industry; methods of construction and materials inspection; safety practices and procedures; applicable fFederal, state, and local laws, ordinances, regulations and requirements; procurement processes and techniques; methods of construction claim avoidance and claim resolution; personal computers and applicable project management software, as well as current software programs for word processing, spreadsheets, presentation, and databases at the advanced level of proficiency; principles and practices of policy development and implementation; administrative principles and practices, including the development of goals and objectives, program and work organization and evaluation and supervision of staff through subordinate managers/supervisors; principles and practices of budget preparation; techniques for providing a high level of customer service by effectively working with the public, vendors, contractors, and District staff.

**Ability to:** Effectively direct, develop and monitor goals, objectives, policies, procedures and work standards for assigned programs and the department; provide for the hiring, professional development, work review, and evaluation of staff; develop and administer complex budgets; develop, review, and revise project plans, technical drawings, engineering and design computations, and related documents; ensure compliance with contract and construction standards and timelines by consultants and contractors; investigate and evaluate engineering and construction problems, and facilitate effective solutions; communicate clearly both orally and in writing; effectively represent the District in negotiations with contractors, consultants, and representatives of District jurisdictions; communicate ideas and concepts accurately, concisely, and in a compelling manner to all stakeholders; respond rapidly and effectively to unanticipated events and emergencies; quickly learn and proficiently use current and newly developed software and databases as required by the demands of the job; use initiative, discretion and sound independent judgment within general policy guidelines; establish and maintain effective working relationships using principles of excellent customer service.~~Respectfully and tactfully manage and oversee diverse professional and trades personnel during all project phases; develop a cohesive and responsive team through coaching, personnel development and/or discipline; Regularly evaluate staff, consultants and contractors and document the results to assure proper training and/or discipline is administered. develop, review, and revise project plans, technical drawings, engineering and design computations, and related documents; ensure compliance with contract and construction standards and timelines by consultants and contractors, and monitor, supervise, and provide change-orders, corrective instructions and guidance as needed; investigate and evaluate engineering and construction problems, and facilitate effective solutions; communicate clearly both orally and in writing; effectively represent the District in negotiations with contractors, consultants, and representatives of District jurisdictions; and establish and maintain effective relationships with those contacted in the course of work using principles of excellent customer service.~~

**Education:** Equivalent to a B~~b~~achelor's degree from an accredited college or university in eE~~ngineering, aA~~rchitecture, cC~~onstruction mM~~anagement, pP~~roject mM~~anagement, or closely related field.~~~~~~~~~~~~

**Experience:** Eight (8) years of recent and verifiable experience in capital project management, engineering management, architecture, and/or construction management for multiple capital projects, which included the demonstrated use of advanced project management methodologies and techniques, budget development and monitoring, public agency procurement, contract negotiation, and administration, and four (4) years of experience in a supervisory capacity. F-or-our four(4) years of demonstrated project management experience at a level equivalent to the District's classification of Senior Project Manager may be substituted for the supervisory experience.-



## Alameda Contra Costa Transit District Classification Specification

### Director of Capital Projects

**Physical Requirements:** ~~Must maintain the physical condition necessary to perform tasks in an office setting operating a computer, keyboard, and other peripheral equipment; safely drive a District automobile; and walk, stand, and climb short distances in construction settings in order to inspect the progress of assigned projects.~~

**License and Certification(s):** None.

**Physical Requirements:** Must maintain the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; and (2) possess physical mobility in order to direct or conduct field studies, and attend external meetings and events.

**Special Requirements:** Must be willing to: (1) work outside regular business hours as required and (2) travel between the various District facilities.

**Established Date:** Rev 02/16/2016 (Res. No. 11-005)

**Revision Date:** 01/11/2023 (Res. No. 23-00X)