

LIVERMORE/AMADOR VALLEY TRANSIT AUTHORITY

POSITION DESCRIPTION

POSITION Capital Projects Manager

CLASSIFICATION Non-Exempt

POSITION DESCRIPTION

Under the general direction of the Executive Director, this at-will, non-exempt position manages delivery of capital projects including zero-emissions bus infrastructure, state of good repair projects, technology infrastructure, fleet procurement, and the construction of passenger facilities; oversees all capital planning activities, including developing short and long-range capital planning programs; works collaboratively to identify Agency needs and appropriate funding sources, and obtaining funding from federal, state, and local grant programs to meet those needs; administering post-awarded grant programs; ensuring LAVTA compliance with federal, state, and local rules, regulations, and other funding source requirements; other duties as assigned.

The ideal candidate for this position will have experience with capital project delivery, excellent computer and communication skills, proven project management skills, and knowledge of, or ability to learn, state and federal procurement regulations. Placement salary will be determined by relevant work experience, education, skills and credentials.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Directs, manages, and coordinates all phases of capital projects by leading the planning and implementation of projects, analyzing, implementing, and monitoring goals and objectives to achieve assigned priorities, performing project evaluations and assessments, and reporting out results.
- Facilitates and oversees the preparation of project specifications; works with subject matter experts, consultants, and stakeholders to gather requirements and develop project tasks, deliverables, timelines, cost estimates, scope of work, resource allocation, and acquisition.
- Negotiates, prepares, and makes recommendations regarding change orders; implements project changes to achieve project goals and outputs.
- Evaluates all project management activities for compliance with Federal, State, and local requirements and LAVTA's policies and procedures; creates and tracks project management Key Performance Indicators.
- Creates, maintains, and executes a comprehensive Project Management Plan for each special project, relative to size and scope, including, but not limited to overall project objectives, schedule, roles and responsibilities, budget control, document control, and closeout procedures.

- Manages major or complex capital projects from program planning through construction and project turnover.
- Develops and reviews project schedules and ensures projects meet scope, cost and schedule benchmarks.
- Leads project delivery process by overseeing all project phases from project initiation through warranty closeout, managing project budgets and schedules, experience with programming, selection and management of appropriate design professionals, value engineering, bidding, project award, permitting, overseeing construction, and project closeout.
- Tracks and monitors all project activities; reviews work under construction to ensure that all new construction and alteration work complies with plans, specifications, codes, budgets and schedules; and coordinates the work of multi-disciplinary staff across organizational boundaries.
- Represents the department in meetings and conferences related to construction, materials, or work standards.
- Giving presentations before boards, commissions, community groups, and stakeholder agencies involved with transportation or transit planning and operations.
- Develops DBE goals, and ensures that DBE requirements are met, provides DBE reports to the FTA.
- Performs other duties as assigned.

KNOWLEDGE/SKILLS REQUIRED BY POSITION

Skills & Abilities:

Ability to think strategically and proactively;

Ability to lead and coordinate projects;

Ability to make effective public presentations;

Ability to communicate effectively, both orally and in writing;

Ability to recognize problems, develop alternatives, and implement viable solutions;

Ability to assist in preparing and monitor the capital budget.

Ability to quickly evaluate competing priorities and make adjustments in workflow to meet deadlines.

Ability to manage vendors and contractors.

Knowledge of:

Project Management principles and demonstrated experience in project delivery, meeting scope, schedule, budget, and quality requirements

Cost and budget analysis relating to funding of transit system infrastructure; applicable federal, state, and local laws, codes, rules, regulations, specifically pertaining to transit grants and funding

Methods of research and data analysis

Capital improvement project management and process
State and federal procurement regulations

ORGANIZATIONAL RELATIONSHIPS

Position reports directly to:

Executive Director

Position coordinates with:

All Authority staff, particularly other department directors

Maintenance and Operations Contractor staff

Representatives of federal, state, regional, county and city agencies

Vendors

The public

QUALIFICATIONS

Bachelor's Degree in engineering, construction management, or related field; 4 years' experience in project management, construction, project control, or public works administration. A relevant master's degree or graduate level course work may be substituted for 1 year of required work experience. Six (6) years experience can substitute the education requirement.