



Director of Capital Projects

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
314	Exempt	1 – Officials/Administrators	Unrepresented	13	March 9, 2011	11-005	1 of 2

DEFINITION: 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.

REPORTS TO: The General Manager, or designee.

REPRESENTATIVE FUNCTIONS include, but are not limited to:

- 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.
- Develops and communicates project management frameworks and methodologies based on best industry project management practices; using state-of-the-art project management tools to deliver projects on time, on budget, and within quality standards
- Develops short and long range Capital Improvement programs, and collaborates on a continual basis with staff of Service Development and Operations.
- Develops project teams, and directs the activities of Senior Project Managers, 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 minimize cost overruns while assuring consistency in design, construction, quality of materials, safety, security, and adherence to projected schedule.
- 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 to resolve jurisdictional or legal issues.
- 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 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.
- Reports on all projects on a monthly and/or quarterly basis, as required.
- Oversees external and internal stakeholder interfaces to promote the projects through community and media outreach, and assure resolution of issues and concerns proactively.



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- 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.
- Performs related duties, as required.

MINIMUM QUALIFICATIONS:

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 Federal, 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.

Ability To: 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: Bachelor’s degree from an accredited college or university in Engineering, Architecture, Construction Management, Project Management, or closely related field.

Experience: Ten (10) or more years of recent and verifiable experience at the executive or director level in capital project management, engineering management, architecture, and/or construction management for multiple capital projects with a minimum construction budget of at least \$10 million. Experience must include the demonstrated use of advanced project management methodologies and techniques, as well as budget development and monitoring, public agency procurement, contract negotiation, and administration; and five (5) years directly supervising personnel at various levels in a unionized environment.

Desired: Registration as a professional engineer or architect with the state of California.

Special Requirements: Possession of, or ability to obtain and maintain a valid California Class C Driver License, and meet the District’s safe driving standards.

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.

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This Class Specification is intended to present a descriptive list of the range of representative functions performed by an incumbent in this class, but is not intended to reflect all duties performed within the job.