



## Director of Bus Rapid Transit

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #
038	Exempt	Executive/Sr. Level Officials	Unrepresented	15	10-26-11	11-005 & 11-041

**DEFINITION:** Under general direction, directs the activities of the Bus Rapid Transit (BRT) Project including supervision of assigned staff, consultants and contractors; as well as community and media outreach and third party interfaces from Record of Decision by the Federal Transit Administration through Preliminary Engineering, Final Design, Permitting, Construction, Commissioning and turnover to Operations.

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

- Develops Requests for Proposals/Qualifications and Construction Bid Solicitations for BRT consultant support, and collaborates with District staff to manage the solicitation process and pricing objectives, without assuring adherence to District quality standards and objectives.
- Assures adequate internal and external staffing and control of scope, budget and scheduling for the BRT project to ensure consistency, quality, and safety in design, and construction
- Develops and manages project budgets and cost projections; authorizes contract payments; and forecasts, approves, and monitors expenditures by District staff and consultants.
- Oversees and approves plans, specifications, reports, and other documents submitted by consultants and District staff; and orders appropriate revisions.
- Prepares reports on a monthly basis, and as necessary; and provides project updates and makes presentations to the General Manager, Executive Staff, and the Board of Directors.
- Partners and consults with various District departments, and may supervise District staff from other departments on an ad hoc basis. Provides consultation and expertise to other District staff to resolve issues.
- Communicates, negotiates, and consults with officials of local cities, Caltrans, and other agencies having jurisdiction on BRT project elements, construction phasing, project mitigations, and community issues.
- Coordinates activities and phases of BRT project implementation with Federal, state, and local agencies to ensure compliance with laws and regulations, and reporting or other requirements.
- Oversee development of Communications Plan and coordinates the community and media outreach.
- Performs related duties, as required.

This Class Specification is intended to present a descriptive list of the range of essential functions performed by an incumbent in this class, but is <b>not</b> intended to reflect all duties performed within the job	Est. 10/11 Revised 11/11 & 4/13	Date:  Approved by David J. Armijo, General Manager
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## Director of Bus Rapid Transit

### MINIMUM QUALIFICATIONS:

**Knowledge Of:** Civil Engineering, and/or the construction of roadways, stations and facilities at an advanced level of expertise; principals and practices of traffic engineering and Intelligent Transportation Systems, principles and practices of project management, project controls, and administration, as well as staff supervision, fiscal management, and contract administration; quality control and quality assurance practices in the design and construction industry; state of the art construction materials and their proper use and standards, as well as methods of construction and materials inspection; safety practices and procedures; applicable Federal, state, and local laws, ordinances, regulations and requirements; techniques of construction claim avoidance and claim resolution; personal computers and applicable engineering, architectural, or construction industry software; and commonly used software programs for word processing and spreadsheets.

**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 and personnel development; 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 control change-orders, administer corrective measures and provide guidance as needed; investigate and evaluate engineering and construction issues, 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 civil engineering; or a closely related field.

**Experience:** Ten (10) years of recent and verifiable experience as a Project Manager or equivalent in engineering and/or construction; including at least five (5) years directly managing a major roadway or transit fixed-guideway project through design, construction, and commissioning . This experience must include project management, budget development and monitoring, public agency procurement, contract negotiation, and administration.

**Special Requirements:** (1) Possession of, or ability to obtain and maintain a valid California Class C Driver License, and meet the District’s driving standards.

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

**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.

**NOTE:** Some positions within this classification may be grant-funded, and/or limited-term positions. Grant funded positions are subject to the availability of funds.

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Est. 10/11  
Revised  
11/11 & 4/13

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