

# **LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY**

## **POSITION DESCRIPTION**

**POSITION** Senior Capital Projects Specialist

**CLASSIFICATION** Non-Exempt

### **POSITION DESCRIPTION**

Under the direction of the Director of Finance, this at will, non-exempt position assists in the procurement and management of capital projects such as vehicles, capital infrastructure, capital maintenance projects, and new construction. This includes but is not limited to the procurement of transit related projects and services, vehicles and ancillary equipment to vehicles, and assists in the coordination of many other aspects of transit operations.

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 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.
- Develops contract documents to secure design and engineering services for construction projects and obtain Right of Way acquisition and relocation services.
- 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.
- Ensuring proper maintenance of facilities through contract services
- 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.

### ***Behavior***

The employee shall work well under pressure meeting multiple and sometimes competing deadlines. The employee shall at all times demonstrate cooperative behavior with colleagues, supervisors, contract service provider, and the public.

## **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:**

Construction management that includes documentation and contract administration and negotiation.

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:**

Director of Finance

### **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, accounting 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.