

LIVERMORE/AMADOR VALLEY TRANSIT AUTHORITY

POSITION DESCRIPTION

POSITION Senior Projects Management Specialist

CLASSIFICATION Non-Exempt

POSITION DESCRIPTION

Under the direction of the Executive Director, this at will, non-exempt position leads the planning, procurement and management of capital projects such as buildings, vehicles, bus stops, shelters and amenities. The position also leads capital maintenance projects, and may assist in the coordination of other aspects of transit operations.

The ideal candidate for this position will have experience with project delivery, excellent computer and communication skills, and knowledge of federal and state 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 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 adjust workflow to meet deadlines

Knowledge of:

Capability to learn and accurately follow complex US Department of Transportation/Federal Transit Administration procurement rules and regulations

Ability to organize procurement information in a systematic way for financial/triennial audits.

Ability to understand and manage transit construction projects.

Skill to represent the agency ethically during procurement process for a wide variety of projects

Capacity to effectively monitor and control the cost and implementation of a project, either through installation and/or construction

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

4-year college degree in related field. Six (6) years of experience in project management can substitute the education requirement.