

## Job Description

[Sign In](#) | [New User](#)[◀ Previous Job](#)   [Next Job ▶](#)**Job Details****Job Title** Manager of Engineering Programs (Program Manager)**Job ID** 7746**Location** BART's Primary Location**Full/Part Time** Full-Time**Regular/Temporary** Regular**Favorite Job** ☆**Marketing Statement**

Ride BART to a satisfying career that lets you both: 1) make a difference to Bay Area residents, and 2) enjoy excellent pay, benefits and employment stability. BART is looking for people who like to be challenged, work in a fast paced environment, and have a passion for connecting over 400,000 daily riders to work, school and other places they need to go. BART offers a competitive salary, comprehensive health benefits, paid time off, and the CalPERS retirement program.

**Department**

The Maintenance and Engineering (M&E) Department at BART has over 1500 employees who serve San Francisco Bay Area communities every day by providing safe and reliable infrastructure to enable on-time service. M&E Engineering leads over one hundred capital design & construction projects along with providing technical expertise for all operational infrastructure assets except rail vehicles. We focus on safety, reliability, and innovation to benefit passengers and employees so trains and projects can move swiftly every day. We hire maintenance-friendly Engineering talent who bring a high level of technical capability, accountability, and enthusiasm for continuous improvement.

**Pay and Benefits**

BART offers comprehensive compensation and benefits programs. Benefits include CalPERS pension (2% at 55 for classic members); excellent medical (effective January 1, 2017 current employee cost \$143.93 monthly for most plans), vision, and dental coverage; supplemental insurances; paid holidays and vacation; as well as two investment programs, one of which is entirely funded by BART. BART does not participate in Social Security. Complimentary BART passes for employee and qualifying dependents.

**Pay Rate**

\$115,426 Minimum Annual Salary to \$178,912 Maximum Annual Salary (Non Rep Pay band 9). (The initial salary offer will be between \$135,000-\$150,500 based on the candidate's experience)

**Posted Date**

April 26, 2018

This announcement will be used to establish a candidate pool of applicants who have been partially assessed and are ready to be considered for various positions that may occur within the next twelve (12) months within the District.

This position was previously posted as Program Manager I, but has been reclassified with the full job description available at <https://www.bart.gov/about/jobs/descriptions>

**Closing Date**

Open Until Further Notice

**Reports To**

Assigned Engineering Manager

**Days Off**

Saturday and Sunday, but working variable shifts, including nights and weekends, will be required as needed.

**Who May Apply**

All current BART employees and qualified individuals who are not yet BART employees.

**Current Assignment**

Managers of Engineering Programs are leaders of multiple complex work programs and may have direct reports. They have comprehensive project oversight and are responsible for delivery of multiple projects or programs in their assigned area including risk and funding management.

Education and experience is preferred in the field of engineering, while business administration or public administration may be acceptable. Desirable skills, capabilities, and experience are described below beyond the minimum requirements.

Manager of Engineering Programs generally requires a minimum of 10 years work experience, serves as a driver in the initiation, preparation, delivery, and oversight of multiple complex program portfolios of engineering projects across multiple disciplines. Ideal candidates are field friendly, have a hands-on leadership style, and are passionate about infrastructure State of Good Repair.

Incumbents in these positions must demonstrate superior leadership abilities and management experience, strong communication and organizational skills, sound judgment, self-motivation, understanding of strategic planning, and working knowledge in at least four of following areas:

- Field Engineering Response Plans (safety emphasis)
- Commissioning or testing expertise for complex projects and systems
- Integrated systems architecture
- Measurement systems development, implementation, and reporting
- Basis of Design and technical standards/contract development
- Track rehabilitation, project oversight & asset Responsibility for safe operation, construction, risk management, and reliability improvements
- Electrical/Mechanical, Project Oversight & Asset Responsibility for Electrical and Mechanical Assets for safe operation, construction, risk management, and reliability improvements
- Management of risk & asset registers
- Preventative and predictive maintenance procedures development
- Remote Monitoring & Data Analytics Development
- Warranty Management & Analysis
- Managing complex, multi-tiered, resource loaded schedules
- Development and implementation of processes to address regulatory compliance with engineering cost estimating and risk assessments
- Funding, including complex grant management and contracts.
- Data Science & Engineering
- Multiple agency permitting
- Multiple discipline stakeholder collaboration

Ideal incumbents will demonstrate the following skills beyond the minimum qualifications: superior liaison and negotiating skills with a track record of diplomatically breaking through barriers to achieve results. This position requires political sensitivity and highly effective coordination up and down the management chain.

- Creative problem-solving ability combined with change agent experience
- Excellent communication skills, including the ability to make clear presentations, produce concise technical reports, and explain complex/technical issues to BART management and leaders
- Ability to work with multidisciplinary teams.
- Ability to handle such diverse aspects of the work as project scoping, planning, budgeting, requirements analysis, conceptual engineering, detailed design, implementation planning, installation coordination, performance measurement, and analysis.
- Experience in preparing and administering department/program budgets and contracts.
- Ability to interpret and apply Federal, State and local policies, laws and regulations.
- Skill in establishing and maintaining effective working relationships.
- Understanding of Critical Path method scheduling.
- Comprehensive knowledge of:
  - Principles and practices of Design/Maintenance Engineering
  - Professional office administration practices and procedures.
  - Methods and techniques of research, analysis, and technical report preparation
  - Principles and practices of project coordination, scheduling, and management.
  - Principles and practices of budget preparation, accounting, and administration.
  - Principles and practices of contract and construction management.
  - Principles of strategic planning.
- Related Federal, State and local codes, laws and regulations.
- Experience with Primavera Earned Value Management, P6, PeopleSoft, and Maximo is desirable.
- Preferred types of management skills include Lean Six Sigma, Agile, and Scrum.

Preferred: State of California Professional Engineer (PE), Project Management Professional (PMP), **Certified Construction Manager (CCM)**, or equivalent.

Willingness to be on call 24 hours a day, 7 days at a time (in rotation with others), to work occasionally during overnight and weekend maintenance windows, and to work occasionally in noisy and dirty environments or in foul weather and in close proximity to moving trains.

#### Essential Job Functions

- Design and lead risk management projects, risk register analytics, root cause analysis, and drive resolution of complex program including risk registers.
- Prepare plans, specifications, cost estimates, requests for proposals, and bid documents in close cooperation with Maintenance Department.
- Measure project performance using appropriate tools and techniques, and apply innovative techniques to improve project performance.
- Ensure that projects are delivered on-time, within scope and within budget, and troubleshoot and resolve complex challenges in all aspects of project closeout.
- Track and evaluate future project technical needs, and coordinate capital funding challenges and improvements.
- Develop required contract documents to drive optimized purchasing, and ensure contract documents conform to all district, state, and federal requirements.
- Ensure resource availability and allocation; track and optimize funding streams including complex grant management and contracts.
- Guide and direct resolution of project difficulties and complex control and technical problems around scope, schedules, and/or budget, using analytics for early detection of control issues in large portfolios.
- Update and develop procedures that are customized to match the size, duration, and scope of Maintenance and Engineering projects.
- Present verbal and written reports on a regular basis, and upon request, to audiences that vary from Maintenance to Engineering to Management, with the ability to adjust tone and style when appropriate.
- Directs and ensures timely response to external requests, including media, community, and regulatory agency requests.
- Provides recommendations for action and assists in the development and implementation of policies, procedures, goals and objectives in alignment with management
- May direct, coordinate and review the work of Engineering staff and outside contractors; serves as liaison between departments and/or executive offices to ensure program and project implementation.
- Directs, coordinates and reviews the planning, development and implementation of contracts and administration of management procedures and internal control mechanisms.
- Oversees labor issues and grievances; may prepare and handle grievance hearings and related matters; may direct negotiations with the Union on labor issues; may search for agreement and settlement on contractual disputes and complaints.
- Independently composes, compiles and prepares correspondence, reports and documents; reviews finished materials for completeness, accuracy and compliance with District policies and procedures; may oversee the maintenance of accurate records and files.
- Oversee and participate in the development and administration of the assigned area's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
- Serve as the liaison with other groups, departments and outside agencies; provide technical assistance to the Legal Department and serve as an expert witness; negotiate and resolve sensitive and controversial issues.
- Must possess sufficient physical mobility to inspect construction in progress or review other projects in the field.

#### Minimum Qualifications

##### Education:

A Bachelor's degree in engineering, construction management, business administration or a closely related field from an accredited college or university. A master's degree is preferred.

##### Experience:

Six (6) years of (full-time equivalent) verifiable experience with full responsibility for managing large and complex projects through all phases, including strategic planning and policy analysis, design, construction and implementation. Three (3) years of this experience must have included management/supervision of engineering employees and programs. Multidisciplinary experience is preferred.

##### Substitution:

Additional qualifying experience as outlined above may be substituted for the education on a two-for-one basis.

##### Other Requirements:

- Must possess sufficient physical mobility to inspect construction in progress or review other projects.
- Must be willing to occasionally work off-hour shifts, weekends, and holidays.
- Certification as a Project Management Professional (PMP) is preferred.
- Registration as a Professional Engineer (PE) in the state of California is preferred.

#### WORKING CONDITIONS

##### Environmental Conditions:

Office environment; exposure to computer screens; field environment; travel from site to site; construction site environment; exposure to noise, dust, grease, smoke, fumes, gases, heat, cold, and inclement weather conditions when conducting field inspections and investigations

##### Physical Conditions:

Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

#### Selection Process

Applications will be screened to assure that minimum qualifications are met. Those applicants who meet minimum qualifications will then be referred to the hiring department for the completion of further selection processes.

The selection process for this position may include a skills/performance demonstration, a written examination, and a panel and/or individual interview.

The successful candidate must have an employment history demonstrating reliability and dependability; provide copies of certificates, diplomas or other documents as required by law, including those establishing his/her right to work in the U. S; pass a pre-employment medical examination which may include a drug and alcohol screen, and which is specific to the essential job functions and requirements. Pre-employment processing will also include a background check. (Does not apply to current full-time District employees unless specific job requires additional evaluations).

#### Application Process

External applicants may only apply online, at [www.bart.gov/jobs](http://www.bart.gov/jobs). Applicants needing assistance with the online application process may receive additional information by calling (510) 464-6112.

Current employees are strongly encouraged to apply online, either at [www.bart.gov/jobs](http://www.bart.gov/jobs), or on WebBART. Current employees may also apply using a BART paper application by delivering the completed form to the Human Resources Department, or by mailing it to P. O. Box 12688, Oakland, CA 94604-2688.

All applicants are asked to complete the application in full, indicating dates of employment, all positions held, hours worked, and a full description of duties. On line applicants are invited to electronically attach a resume to the application form to provide supplemental information, but should not consider the resume a substitute for the application form itself.

Applications must be complete by the closing date and time listed on the job announcement.

#### Equal Employment Opportunity

The San Francisco Bay Area Rapid Transit District is an equal opportunity employer. Applicants shall not be discriminated against because of race, color, sex, sexual orientation, gender identity, gender expression, age (40 and above), religion, national origin (including language use restrictions), disability (mental and physical, including HIV and AIDS), ancestry, marital status, military status, veteran status, medical condition (cancer/genetic characteristics and information), or any protected category prohibited by local, state or federal laws.

The BART Human Resources Department will make reasonable efforts in the examination process to accommodate persons with disabilities or for religious reasons. Please advise the Human Resources Department of any special needs in advance of the examination by emailing at least 5 days before your examination date at [employment@bart.gov](mailto:employment@bart.gov).

Qualified veterans may be eligible to obtain additional veteran's credit in the selection process for this recruitment (effective Jan. 1, 2013). To obtain the credit, veterans must attach to the application a DD214 discharge document or proof of disability and complete/submit the Veteran's Preference Application no later than the closing date of the posting. For more information about this credit please go to the Veteran's Preference Policy and Application link at [www.bart.gov/jobs](http://www.bart.gov/jobs).

#### Other Information

Please be prepared to present documentation in support of any required licenses, degrees, or certifications upon request.

Please note that any job announcement may be canceled at any time.

#### Note

When you have successfully applied for this position you will receive an auto reply e-mail acknowledging that your application was received for this position. Please retain a copy of the e-mail for your records. If you receive an auto reply that does not specifically reference this position, please email Employment Help at [employment@bart.gov](mailto:employment@bart.gov) for assistance.

To verify submission of your application, click on the 'My Career Tools' link at the top of the 'Careers Home Page' after submitting your application to view the list of applications you have submitted (including application date and status). If you have further questions, please email the Employment Help at [employment@bart.gov](mailto:employment@bart.gov), between the hours of 8:15am - 5:00pm, Monday- Friday.

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