



GROUP MANAGER, OPERATIONS LIAISON

FC: OF426

PB: 11

PC: 950

BU: 95

May 2002

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Plans, directs, manages and oversees activities and operations of system capital programs liaison activities for the extension programs, capital/rehabilitation programs and other special projects; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the Department Manager, Operations Liaison; and performs related duties as assigned.

CLASS CHARACTERISTICS

Position in this job class manages, through subordinate supervisory and professional staff, activities related to the District's extensions and capital improvement programs. Incumbents manage and direct multiple projects within assigned areas of responsibility and are accountable for accomplishing departmental goals and objectives and for furthering District goals and objectives within general policy guidelines. This class is distinguished from the Department Manager, Operations Liaison in that the latter has overall responsibility for all program liaison activities.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Assumes management oversight responsibility for all assigned projects for interfacing between the active systems and the extension and capital/rehabilitation programs; facilitates the interface and coordination of internal departments and external consultants and contractors; confers with District management staff regarding liaison activities.
2. Assists in the development and implementation of departmental goals, objectives, policies and priorities for each assigned area of responsibility.
3. Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Directs major operational and engineering functional design reviews; monitors developments and legislation related to engineering matters; evaluates their impact on District operations; recommends and implements equipment, policy and procedural improvements.

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5. Manages and oversees, through subordinate level staff, the Operations Liaison Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
6. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
7. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
8. Oversees and participates in the development and administration of the department budget for areas of responsibility; forecasts funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
9. Explains, justifies and defends departmental programs, policies and activities; negotiates and resolves sensitive and controversial issues.
10. Represents the Operations Liaison Department to representatives of manufacturers, vendors, governmental agencies and professional and business organizations; coordinates assigned activities with those of other departments and outside agencies and organizations.
11. Provides responsible staff assistance to the Department Manager, Operations Liaison; participates on various District management committees; prepares and presents staff reports and other necessary correspondence.
12. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of transit systems and operations.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of liaison projects which interface between the District's active systems and the extension and capital/rehabilitation programs.
Principles and practices of design engineering in relevant engineering disciplines.
Modern techniques on transit system operations.
Principles and practices of equipment and facilities maintenance.
Principles and practices of safety in transit vehicle and facility operation.
Principles and practices of program development and administration.
Materials, methods and costs related to the operations and maintenance of engineering projects.
Principles and practices of project management.
Principles and practices of budget preparation and administration.
Principles of supervision, training and performance evaluation.
Related Federal, State and local laws, codes and regulations.

Skill in:

Overseeing and participating in the management of multiple comprehensive engineering liaison projects.
Developing and implementing complex design and equipment acquisition schedules.
Reviewing engineering plans, technical drawings and specifications, calculations and cost estimates for

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renovation and rehabilitation projects.

Selecting, supervising, training and evaluating staff.

Participating in the development and administration of division goals, objectives and procedures.

Preparing and administering large program budgets and contracts.

Preparing clear and concise administrative and financial reports.

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.

Researching, analyzing and evaluating new service delivery methods and techniques.

Interpreting and applying Federal, State and local policies, laws and regulations.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in engineering or a closely related field from an accredited college or university.

Experience:

Five (5) years of professional experience in planning and coordinating maintenance and/or operations activities which must have included at least two (2) years of administrative and supervisory responsibility.

Substitution:

Additional professional engineering experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS:

Environmental Conditions:

Office environment; exposure to computer screens; field environment; construction site environment; exposure to heat, cold, moving vehicle, electrical energy and inclement weather conditions.

Physical Conditions:

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

BART EEO-1 Job Group: 0500 – Executives/Managers

Census Code: 0430 - Miscellaneous Managers

Safety Sensitive: N