



## MANAGER OF CIVIL AND STRUCTURAL ENGINEERING

**JC:** EF225  
**PB:** 9  
**FLSA:** Exempt

**BU:** 95 (NR)  
**Created:** March 2002  
**Revised:** June 2019

*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**

Under general direction, manages and oversees the work of the of an engineering group; coordinates activities and provides structural engineering support to other engineering disciplines and establishes Structural Criteria; provides structural engineering support to the Group Manager, Civil, Structural and Construction Engineering; performs related duties as required.

### **CLASS CHARACTERISTICS**

This full-scope managerial level classification is responsible, through subordinate professionals, for managing, through subordinate supervisors, civil, structural and architectural activities throughout the District. This classification is distinguished from the Deputy Director of Engineering in the latter is responsible for managing and overseeing engineering activities and operations of the division.

### **REPORTS TO**

Deputy Director of Engineering or designee.

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

1. Inspects on-going construction projects to ensure improvement and continued utility for the Capitol Corridor service. Inspects physical facilities to ensure continued utility for the Capitol Corridor service and devise capital improvement plans.
2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates and reviews the work plan for assigned staff or contractors; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff and/or contract service providers to identify and resolve problems.

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5. Prepares, oversees, administers and monitors engineering consultant contracts for assigned civil and structural projects including the District's System Rehabilitation Program or Capitol Corridor construction and maintenance; reviews and approves final project plans, specifications and cost estimates.
6. Oversees development of the District Structural Inspection Program to ensure compliance with District's structural criteria and standards, or Federal Railroad Administration Safety Standards for Capitol Corridor.
7. Directs the preparation of plans, specifications, cost estimates, requests for proposals and bid documents for District civil structured engineering projects, or construction and maintenance work for Capitol Corridor.
8. Proposes and designs engineering solutions for service improvements; interfaces with host railroads and other agencies to implement proposed improvements.
9. Monitors developments and legislation related to assigned area of responsibility; evaluates impact upon district or Capitol Corridor operations; recommends and oversees implementation of equipment, practices and procedural improvements.
10. Selects, trains, motivates and evaluates assigned engineering personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
11. Oversees and participates in the development and administration of the division's or Capitol Corridor's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
12. Serves as the liaison for the Civil and Structural Engineering Division or Capitol Corridor with other divisions, departments and outside agencies, for Capitol Corridor including Rail Service Operators; provides technical assistance to the Legal Department and serves as an expert witness; negotiates and resolves sensitive and controversial issues.
13. Serves as staff on a variety of boards, commissions and committees; prepares and presents periodic and special reports regarding division or Capitol Corridor engineering and construction activities to management staff or other departments and other necessary correspondence.
14. Provides responsible staff assistance to the Group Manager, Engineering, or the Managing Director, Capitol Corridor.
15. Responds to and resolves difficult and sensitive citizen inquiries and complaints; and responds to emergency situations related to safe operation of the District's track and structures, or Capitol Corridor track signals and related structures.

**QUALIFICATIONS**

**Knowledge of:**

- Operations, services and activities of a comprehensive civil and structural engineering program in rail transportation
- Principles and practices of civil and structural engineering in rail transportation
- Principles and practices of project scheduling and management
- Principles and practices of program development and administration
- Construction materials, methods, and equipment used in civil and structural engineering projects in rail transportation
- Railroad track design and construction, bridge, and structure design and construction
- Principles and practices of budget preparation and administration
- Principles of supervision, training and performance evaluation
- Pertinent building codes, regulations and provisions
- Related Federal, State and local laws, codes and regulations

**Skill/Ability in:**

- Overseeing and participating in the management of a comprehensive civil and structural engineering program in rail transportation
- Overseeing, directing, managing, and coordinating the work of lower level staff
- Selecting, supervising, training and evaluating staff
- Participating in the development and administration of goals, objectives and procedures
- Planning, organizing, directing, reviewing, and evaluating the activities of professional staff and contract consultants on assigned projects
- Conducting inspections
- Preparing and administering large program budgets and contracts; project feasibility studies and cost estimates
- Preparing clear and concise administrative and financial reports
- Managing the services of outside consultants
- Preparing clear, concise, and complete reports on civil and structural design project activities
- 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
- Establishing and maintaining effective working relationships with those contacted in the course of work

**MINIMUM QUALIFICATIONS**

**Education:**

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

**Experience:**

Five (5) years of (full-time) professional verifiable engineering, project management or related experience which must include at least two (2) years of supervisory experience.

**License or Certificate**

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Registration as a professional engineer in the State of California

### **Substitution:**

Additional professional 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 vehicles 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:** 0300 – Architectural & Eng. Managers  
**Safety Sensitive:** No