



## PROJECT CONTROLS MANAGER

**JC:** 000256  
**PB:** 8  
**FLSA:** Exempt

**BU:** 95 (NR)  
**Created:** 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 supervision, manages and administers the District's project controls for capital improvement design and constructions projects for the district; develops and administers project scope, budget, schedules, performance characteristics, financial plans, cash flows, reporting requirements, and specification changes; performs related duties as required.

### **CLASS CHARACTERISTICS**

This administrator level classification manages major engineering construction or equipment acquisition projects from conceptual planning through completion throughout the District whether accomplished by contract or by District staff, and is accountable for further District goals and objectives within general policy guidelines. This classification is distinguished from the Engineering Division Manager classification in that the latter is responsible for the operations and activities of a specified engineering division.

### **REPORTS TO:**

Deputy Director, Group Manager, Engineering Manager or designee.

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

1. Manages the District's project controls for capital improvement design and constructions projects; develops and administers project scope, budget, schedules, performance characteristics, financial plans, cash flows, reporting requirements, and specification changes.
2. Participates in the development implementation of goals, objectives, policies and procedures in assigned project areas.
3. Plans, organizes, assigns, reviews and evaluates the work of assigned District and contract staff; manages and directs the work of contract consultants.
4. Compiles, prepares, and analyzes information to provide accurate reports to the Federal Transit Authority (FTA) and other agencies. Monitors and tracks cost; works with team to align schedule, risk and cost.

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5. Develops and manages professional services agreements. Monitors and analyzes commitments and expenditures. Coordinates Work Plans for assigned services; monitors work flow; reviews and evaluates work product; identifies and resolves issues.
6. Prepares annual budget plan for capital projects; monitors and oversees budget administration; generates and provides reports.
7. Serves as the project liaison with other divisions, departments and outside agencies; negotiates and resolves project issues.
8. Provides responsible staff assistance for higher level management staff on projects and related matters.
9. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering design and construction.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of project management and project controls
- Principles and practices of contract administration
- Principles and practices of cost estimating, cost accounting and financial analysis
- Methods and techniques of coordinating and scheduling project work
- Methods and techniques of contract negotiation
- Principles and practices of procurement
- Principles and practices of budget development and administration
- FTA operating procedures
- Principles of supervision, training and performance evaluation
- Current office procedures, methods and equipment including computers
- Related Federal, State and local codes, laws and regulations

### **Skill/Ability in:**

- Developing and implementing project goals, objectives and procedures
- Planning, organizing, directing, and coordinating the work of professional staff and contract consultants
- Planning, organizing, scheduling, monitoring and reviewing project work
- Managing project design concepts and solutions
- Managing and reviewing project budget analysis, calculations and cost estimates
- Compiling and analyzing data
- Directing or conducting contract negotiations
- Developing and administering project budgets
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals
- Interpreting and explaining established policies and procedures for assigned District projects.
- Preparing clear and concise reports
- Operating office equipment including computers and supporting word processing and spreadsheet applications
- Communicating clearly and concisely, both orally and in writing

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

**MINIMUM QUALIFICATIONS**

**Education:**

Bachelor's degree in Accounting, Business Administration, Engineering or a related field from an accredited college or university.

**Experience:**

Five (5) to seven (7) years of professional verifiable experience in financial administration, project management experience or related experience.

**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; travel from site to site.

**Physical Conditions:**

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

**BART EEO-1 Job Group:** 3000 – Engineers  
**Census Code:** 0430 – Miscellaneous Managers  
**Safety Sensitive:** No