



## PROJECT MANAGER, INTERAGENCY AGREEMENTS

JC: 000266

PB: 9

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 general direction, manages and administers all interagency agreements; reviews, designs, provides construction management and contract support, and coordinates with other departments; performs related duties as assigned.

### **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. Provides high-level support and assistance in development and maintenance of BART inter-agency agreements with partner transit agencies.
2. Develops and directs the implementation of goals, objectives, policies and procedures in assigned project areas.
3. Directs or participates in the preparation and review of designs, plans, specifications and cost estimates; ensures specifications and contract requirements comply with District standards and policies.
4. Develops, assesses, and negotiates operating and maintenance agreements.
5. Oversees contractor and consultant contracts; develops scope of work; prepares request for proposal; reviews proposals and makes recommendation on selection; assists in contract

negotiation and preparation; monitors work activities to ensure compliance with contractual obligations.

6. Serves as the project liaison with other divisions, departments and outside agencies; negotiates and resolves project issues.
7. Provides responsible staff assistance for higher level management staff on projects and related matters.
8. 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 engineering disciplines in assigned project area.
- Principles and practices of engineering design and construction in assigned project area.
- Principles and practices of project management.
- Principles and practices of contract administration.
- Principles and practices used in the preparation of designs, plans, specifications and cost estimates.
- 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.
- Current office procedures, methods and equipment including computers.
- Related Federal, State and local codes, laws and regulations.

### **Skill in:**

- Organization and time management.
- Developing and implementing project goals, objectives and procedures.
- Planning, organizing, scheduling, monitoring and reviewing project work.
- Managing project design concepts and solutions.
- Managing and reviewing project budget analysis, calculations and cost estimates.
- Coordinating maintenance procedures.
- Directing or conducting contract negotiations.
- Conducting field inspections.
- 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.
- Developing and assessing quantitative metrics.
- 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.
- 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 construction management, project management 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; Must possess sufficient physical mobility to inspect construction in progress or review other projects.

**BART EEO-1 Job Group:** 0500 – Executives/Managers  
**Census Code:** 0430 – Miscellaneous Managers  
**Safety Sensitive:** No