



FACILITIES DESIGN MANAGER

Definition

Under general direction of the Facilities Design and Construction Manager, the Facilities Design Manager plans, organizes, directs, and manages the design of facilities projects, including consultant services.

Distinguishing Characteristics

This class has direct responsibility for project management and engineering/architectural development of VTA facilities projects. This class supervises a large work unit of VTA staff, administers a large operating and capital budget, and is responsible for projects that range widely in level of complexity, involving management of VTA staff and multiple professional engineering and architectural agreements.

Typical Tasks

- Selects, supervises, trains, motivates, assigns, counsels and disciplines facilities design engineering and architectural employees, and provides overall direction and technical guidance to engineering/architectural and other staff regarding professional standards, work quality and quantity, performance, and accountability;
 - Plans, schedules, and coordinates facilities design activities;
 - Organizes and directs facilities design staff and coordinates the efforts of other organizations involved in facilities projects;
 - Supports the Facilities Design and Construction Manager in the administration of department functions including development and review of the operating budget, development of department policies and procedures, drafting and reviewing Board memoranda, representing the department in work committees, and other administration duties as required;
 - Negotiates, prepares, approves, and monitors contractual agreements with other governmental agencies and private consultants, and authorizes contract payments;
 - Provides timely communication of project status and issues, and maintains technical and administrative control;
 - Coordinates with Federal, State, and local agencies and building officials during project implementation and ensures compliance with their administrative guidelines;
 - Provides final divisional review of plans, specifications, reports, and other documents prepared by subordinates or outside parties;
 - May represent VTA before the Board of Directors, city councils and other State, Federal, local and regional agencies, boards, and commissions, and before local citizens in public meetings and hearings;
 - Coordinates technical information exchanges with officials of other governmental jurisdictions, other transit facility specialists, and the public;
 - Prepares, reviews, and approves detailed correspondence and reports;
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- Consults with unit and department heads in the formation of department administrative policies;
- Represents VTA in design and construction related legal and financial issues, contractual matters, and related issues;
- Develops (or directs the development), monitors, and manages facilities project scope, schedules, and budgets and authorizes expenditures;
- Performs related duties as required.

Employment Standards

Development of the required skills, knowledge and abilities is typically obtained through training and experience equivalent to graduation from an accredited college or university with major work in engineering, architecture, or a related field and six years of increasingly responsible experience in engineering/architecture, projects management, and supervision on transit facilities projects, including at least three years supervising design personnel in a public agency or similar organization.

Registration as a professional engineer or architect in the State of California is required within 1 year of appointment.

Knowledge of:

- Principles and practices of organization, administration, and fiscal and personnel management;
- Principles and practices of project management, contract administration, contract negotiations, and engineering/architectural design management;
- Methods, materials, equipment and techniques including use of and standards for construction materials of public works and transit facilities design and construction;
- Construction claim avoidance and claim resolution techniques;
- Laws, ordinances and standards for public works or transit facilities construction;
- Local, regional, State and Federal funding programs and processes;
- Principles of supervision, training, employee development and motivation and effective discipline;
- Quality control/quality assurance practices in the design and construction industry.

Ability to:

- Select, supervise, train, motivate, assign, evaluate, counsel and discipline staff;
- Direct an integrated team of VTA employees and consultants in the development of facilities design projects;
- Negotiate contractual agreements with other agencies, utilities, consultants and contractors;
- Prepare and manage budgets and schedules;
- Perform engineering/architectural and design computations accurately;
- Review and prepare correspondence and complete reports;
- Interpret and enforce laws and ordinances;



- Effectively represent VTA before the Board of Directors, city councils and other Federal, State, local and regional agencies, boards, and commissions, and before local citizens in public meetings and hearings;
- Communicate clearly and effectively, both verbally and in writing;
- Define problem areas and evaluate, recommend and implement alternative solutions to complex issues and problems, including engineering/architectural problems;
- Take initiative, reason logically, and be creative in developing and introducing new ideas;
- Oversee project quality;
- Establish cooperative relations with staff, consultants and contractors, technical committees, community organizations, representatives of Federal, State, regional and city agencies, and the general public.