

DIRECTOR OF PROJECT DELIVERY AND CONSTRUCTION

SALARY RANGE
\$71.485 – 86.891 Hourly
\$12,390.78 – 15,061.07 Monthly
\$148,689.34 – 180,732.83 Annually

DEFINITION

Under administrative direction from the Executive Director performs professional and technical duties for transportation engineering and planning programs; plans, analyzes, organizes, oversees and coordinates engineering work, including long- and short-term project planning, programming and compliance, design construction and related areas; coordinates assigned projects and activities with other Santa Barbara County Association of Governments (SBCAG) staff, member jurisdictions, regional transportation agencies, and/or state agencies; provides complex staff assistance to the Executive Director; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Directly reports to and receives administrative direction from the Executive Director. The work provides for a wide variety of independent decision-making in respective SBCAG division, within legal and general policy and regulatory guidelines. Exercises general direction and supervision of professional and technical staff.

The Director of Project Delivery & Construction may be assigned to serve as lead or project manager, which involves exercising direct and general supervision over assigned team members and/or projects.

CLASS CHARACTERISTICS

Director of Project Delivery & Construction – This is a senior management classification that manages and oversees the development of SBCAG's most complex transportation engineering projects utilizing assigned staff. The work has a focus beyond the county and incumbents work collaboratively with other similar organizations, as well as state agencies, in coordinating and engineering regional projects, including design, financial, legislative, policy and project management aspects. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and participates in activities and operations of transportation engineering, including short- and long-term project engineering and development and administration of funding for projects and studies, overall management of project delivery tasks and communication with team members. Successful performance of the work requires an extensive professional transportation engineering background as well as skill in coordinating work with other SBCAG team members and outside public agencies.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. Management reserves the right to add, modify, change, or rescind the work assignments of different

positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all services, programs, and projects of the Project Delivery & Construction Division.
- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the assigned functions.
- Manages and participates in the development and administration of the department's annual budgets; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Participates on the Executive Management Team providing input on implementation of the goals, policies, and directives of the Board of Directors; provides input on project and program issues, policy, and strategic direction.
- Serves as the transportation programming engineer and administrator of locally funded programs and highway projects.
- Contributes to the overall quality of SBCAG's services by developing, reviewing, and implementing policies and procedures to meet legal requirements and SBCAG needs; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work; identifies opportunities for improvement and directs the implementation of change.
- Develops and/or coordinates on the development of grant applications for which SBCAG is applying for to advance projects.
- Oversees and provides strategic guidance on the work of consultants to ensure alignment with project goals, contract requirements, and agency standards. Coordinates with consultants to review deliverables, monitor progress, and facilitate communication between stakeholders, without direct supervisory responsibility.
- Collaborates on the development of requests for proposals for consultant services, contract and scope development and execution of agreement and oversees and administers the monitoring of project development contracts including approving contractor and consultant pay requests.
- Assists in the review of the necessity for making acquisitions of land, easements, and other rights of way.
- Reviews appraisals, deeds, legal descriptions and right of way contracts to effect transaction.
- Reviews the need to relocate utilities that may be in conflict with project features which may include reviewing project plans, relocation plans, and utility agreements.
- TDevelops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned functions, service delivery methods, and procedures; identifies opportunities for improvement and makes recommendations to the Executive Director. Coordinates and facilitates meetings with representatives of other agencies in order to advance projects that other agencies are leading and are of common interest to SBCAG and agency.
- Coordinates the development of project initiation documents, project approval documents, environmental documents, project plans, specifications and estimates, financial and funding plans for projects and project schedules.
- Researches, collects, records, analyzes, interprets, and summarizes statistical information; prepares spreadsheets and establishes and maintains a comprehensive database.
- Represents the agency on special boards, committees, and advisory groups as assigned by the Executive Director. May be designated to act on behalf of the Executive Director in select meetings or initiatives, ensuring alignment with agency policies and objectives.

- Performs technical and policy related research on transportation engineering issues; researches, analyzes, and prepares planning-level reports that identify needs and addresses concerns raised by stakeholders.
- Authors technical reports including the preparation of conclusions, recommendations, and forecasts for management, the Board, and member jurisdictions.
- Coordinates assigned engineering projects, programs, and activities with other SBCAG projects, programs, and activities as well as with member jurisdictions, external organizations, and the general public.
- Collaborates with other SBCAG staff on internal short-term and long-range transportation engineering plans and studies, that evaluate transportation safety and operational needs, deficiencies and conceptual solutions.
- Maintains awareness of federal, state, and local regulations; analyzes federal, state, and local legislative proposals for impact on assigned programs, projects, and studies.
- Tracks program expenditures, reviews invoices for accuracy and consistency with contractual obligations, and recommends appropriate dispersals of allocated funds.
- Reviews inventories of all capital projects, issues and action items that would require the advisory committee, subcommittee or board action; develops plan for recommendations and agenda for the board; presents to SBCAG Executive Director and management group.
- Coordinates the development and implementation of highway capital projects; coordinates with other SBCAG staff, consultants, and/or Caltrans representatives on projects; reports status of projects to Policy Board through updates to sub-regional committees and/or the full SBCAG Board.
- Meets and confers with contractors, engineers, developers, architects, a variety of outside agencies, and the general public in acquiring information and coordinating engineering matters; provides information regarding SBCAG engineering requirements, projects, and programs.
- Prepares staff reports, presentations, project information and status, and program financial information to various committees, community groups, and professional organizations about SBCAG's transportation engineering projects and programs.
- Individually or as a team lead, manages assigned studies, projects, programs, and initiatives; develops work plans consisting of mission, objectives, scope of work, budget, schedules, baseline requirements, and implementation strategies; identifies strategic, project management, and external issues, recommends solutions, and implements solutions to manage risks and issues.
- Oversees work to solicit bids for construction contracts, including finalizing bid package with engineering team and contract documents with SBCAG staff and counsel. As necessary works to implement addenda and oversees bid opening, review of documents and recommendation for contract award to SBCAG Executive Director and Policy Board.
- Represents SBCAG on committees and task forces to develop, implement, and monitor programs and projects that impact SBCAG and its member jurisdictions.
- Provides leadership and technical guidance in assigned area of responsibility using initiative and resourcefulness in analyzing unique issues or problems without precedent and/or structure; researches trends and patterns to develop new standards, models, methods, criteria, or proposed new policies and procedures related to transportation engineering; oversees quality assurance and quality control activities within area(s) of expertise.
- Manages relationships between member agencies, member jurisdictions and state and federal officials to effectively carry out the implementation and management of transportation engineering programs and projects.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities; works with employees on performance issues; implements discipline and

termination procedures; responds to staff questions and concerns. Investigates field problems affecting project design and construction.

- Provides strategic approaches and builds critical relationships with agencies and representatives throughout the state to build support for SBCAG's projects, programs and initiatives.
- Develops policy recommendations to the Policy Board relating to high-profile agency activities, in coordination with the Executive Director.
- Manages relationships between member agencies and State and Federal officials to effectively carry out the implementation and management of transportation engineering plans and projects; ensures that procedures and information are delivered to the applicants as well as to the State and Federal regulators in a timely fashion.
- Provides highly complex staff assistance to direct supervisor; develops staff reports related to engineering activities and services; presents information to the Policy Board and various councils, commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- May oversee and ensure timely and accurate department-related updates to the agency's website, maintaining consistency with agency branding and communication standards.
- Performs other duties as assigned.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill and/or ability required. Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying.

Knowledge of:

- Principles, practices, policies and procedures of transportation engineering of federal, state, regional, and locally generated transportation funds.
- Civil and transportation engineering principles, concepts, standards, and practices associated with SBCAG programs and projects.
- Principles and practices of environmental impact assessment and related regulatory processes.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned functional area.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Proficient use of computers, enterprise software, and communication tools, including email, word processing, spreadsheets, and job-specific systems such as transit operations, scheduling, GIS, CAD/AVL, procurement, and digital timekeeping. Must adhere to agency technology policies, including data security and confidentiality requirements.
- Techniques for effectively representing SBCAG in contacts with governmental agencies, various business, professional, educational, and regulatory organizations, and with contractors and the public.
- Techniques for providing a high level of customer service by effectively working with the public, vendors, contractors, and SBCAG staff.
- Advanced principles, practices, and funding sources for transportation engineering studies and projects.
- Contract management practices in a public agency setting.

- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles and practices of project and team management, including developing and implementing goals, objectives, scope of work, schedule, and budget and funding allocation.
- Techniques for effectively representing SBCAG in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and the public.
- Expert theories and concepts related to transportation engineering and engineering project implementation strategies.
- Contract administration, grants administration, and general principles of risk management related to the functions of the assigned engineering projects.
- Principles, practices, and techniques used in the conduct of effective transportation engineering programs, including project planning, funding and programming, environmental review, contract management, and delivery.
- Administrative principles and practices, including goal setting, engineering project development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional area.

Ability to:

- Conduct civil and transportation engineering research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
- Analyze and interpret engineering plans and specifications in accordance with design requirements and applicable standards and regulations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Research, analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials.
- Make accurate arithmetic, financial, and statistical computations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster effective working relationships with those contacted in the course of work.
- Recommend, develop, and implement work plans and effectively manage engineering studies and projects.
- Lead assigned team including planning, organizing, directing, and coordinating the work of assigned team members.
- Manage and monitor large and complex projects on-time and within budget.

- Effectively represent the team and SBCAG in meetings with the Policy Board, member jurisdictions, governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Provide leadership and technical guidance as an agency-recognized subject matter expert and advisor in assigned area of responsibility.
- Prepare complex grant applications and contracts for assigned projects and programs.
- Administer complex, technical, and sensitive transportation engineering projects in an independent and cooperative manner.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.

Education/Training :

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering, transportation engineering, or a closely related field.

Experience:

Minimum of nine (9) years of increasingly complex work with increasingly responsible experience in transportation-related engineering tasks, performing complex work with minimal supervision using a demonstrated degree of specialized knowledge and originality in thinking, which includes supervision of project teams and staff. Possession of a valid certificate of registration as a Professional Engineer (Civil or Traffic) in the State of California or the equivalent from another state can substitute for two (2) years of the required experience

Licenses and Certifications:

Maintain a valid California driver's license, reliable transportation, adequate auto insurance as required by State law, and insurability by agency carrier for those driving agency vehicles.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

This is primarily a sedentary classification, and the employee works in an office environment with moderate noise levels, controlled temperature conditions, uneven surfaces, and no direct exposure to hazardous physical substances. The employee interfaces with staff, management, member jurisdictions, government officials, business representatives, and/or the general public in explaining SBCAG policies and requesting and providing information. While performing the duties of this job, the employee is periodically exposed to outside weather conditions.