



Marin County Transit District

Is recruiting for ...

CAPITAL PROJECTS MANAGER

\$113,160- \$152,772 annual salary depending on qualifications and an outstanding benefits package

About the District...

Marin County Transit District (Marin Transit) is responsible for funding, planning, and management of all local public transit services operating within Marin County, including fixed route, community shuttle, supplemental school, and paratransit services. Marin Transit works closely within the community to develop and deliver the most strategic, effective, and efficient local transit system in northern California. For additional information about Marin Transit, please visit our website at www.marintransit.org.

About Marin County...

Located just across the Golden Gate Bridge, and minutes from downtown San Francisco, Marin County is a dynamic, economically and culturally diverse community of 250,000 informed and involved residents. Marin County is marked by beautiful beaches, groves of redwoods and oaks, rolling foothills, and scenic valleys. Marin County is known for its combination of rural and suburban lifestyles, and is a recreation destination for the entire Bay Area with more than 140,000 acres of federal, state and county parkland, county open space and water district lands. The mild year-round climate is highlighted by cool, coastal fog tempering the warm inland temperatures of summer.

The position of Capital Projects Manager...

The Capital Projects Manager position offers the successful candidate an exciting opportunity to join a growing agency and contribute to the development and provision of cutting-edge transit services to Marin County. Under general direction from the Director of Finance and Capital Projects, the successful candidate performs professional level management of complex infrastructure and capital projects, leads the procurement of construction services, vehicles and ancillary equipment, and assists management of the District's capital program. The position requires extensive work with local government agencies and the public.

The ideal candidate for this position will have knowledge of state and federal procurement regulations, experience with transit capital project delivery, understanding of engineering principals, excellent computer skills and proven project management skills. Starting salary and placement level will be determined by relevant work experience, education, skills and credentials.

Typical duties may include:

- Assisting the Director of Finance and Capital Programs in the implementation of bus stop improvement projects.
- Leading and assisting in complex procurements of transit capital including vehicles, ancillary vehicle equipment, and technology upgrades.
- Managing consultant teams to develop project designs for bus facility and stop improvements.
- Developing, tracking, monitoring, and adjusting complex project budgets and timelines for projects and grants.
- Providing planning management and support to capital improvement projects such as bus stop retrofits to enhance access to transportation facilities to meet Americans with Disabilities Act requirements and installations that may include GIS mapping
- Working with partner agencies and local jurisdictions to address transit issues.
- Maintaining a ten year capital plan and planning for upcoming replacement needs.
- Managing the District asset inventory.
- Ensuring proper maintenance of facilities through contract services.
- Preparing environmental, financial, and traffic impact assessments for capital projects with regard to existing and future transportation plans.
- Giving presentations before boards, commissions, community groups, and stakeholder agencies involved with transportation or transit planning and operations.
- Developing policies and working with contract operators to ensure compliance with a variety of legal requirements and established service delivery standards.

Requirements include ...

Graduation from a four-year college or university with major coursework in transportation, transit planning, engineering or related field; and three years of increasingly professional experience in engineering, project management or a field related to the position.

Knowledge of:

- Cost and budget analysis relating to funding of transit system infrastructure; applicable federal, state, and local laws, codes, rules, regulations, specifically pertaining to transit grants and funding.
- Methods of research and data analysis.
- Capital improvement project management and process.
- Computer applications related to data organization, graphs, and creation of documents and spreadsheets.
- State and federal procurement and environmental regulations.

Skill in:

- Developing and reviewing Engineering plans and technical work products.
- Understanding and interpreting applicable laws, codes, rules, regulations and procedures pertaining to transit projects and capital grants.
- Analyzing and evaluating a range of information, and preparing comprehensive written reports with recommendations.
- Using various computer applications (e.g. Access, GIS, Excel) and software in support of data collection and analysis, cost assessment, and budgeting.
- Communicating effectively orally and in writing.

- Exercising sound independent judgment.
- Organizing and prioritizing work to meet critical deadlines.
- Establishing and maintaining effective working relationships with co-workers, representatives of public and private entities and members of the public.

Physical Working Conditions:

Position typically works in an office setting which may require prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Hearing and speech capability is required when providing phone and personal service. The position may also require the ability to lift, drag and push files, paper and documents weighing up to 35 pounds.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Special Requirements: (1) Must be willing and able to travel to and attend meetings within or outside the boundaries of the County of Marin; (2) Must be willing and able to work outside regular business hours, attending civic, community and stakeholder meetings, etc. as needed.

Benefits Include...

- Employer paid premiums for employees medical insurance and 95% of base HMO premium for families;
- Employer paid dental and vision insurance;
- Employer paid Employee Assistance Program
- Two weeks of vacation increasing with seniority;
- 10 ½ holidays;
- Deferred compensation plan; and
- Employer contribution of 10%-15% of salary to 401(a) retirement account based on years of service.

The first review of applications will be August 30, 2019. This position is open until filled and may close without notice.

For an application, please visit <http://www.marintransit.org/jobs.html>. Submit the completed application, a resume, cover letter and supplemental questionnaire (on next page) in pdf format to hr@marintransit.org or mail to Marin Transit, Attention HR, 711 Grand Ave, Suite 110, San Rafael, CA, 94901.

Applications/resumes received will be screened according to the qualifications outlined in this posting. The most qualified candidates will be invited to interview and complete skills test. Finalists will be asked to provide references and undergo a background check to verify information supplied in the application materials. If you have questions about this job or the hiring process, please email Holly Lundgren at hlundgren@marintransit.org.

SUPPLEMENTAL QUESTIONNAIRE

Responses to these Supplemental Questions must be submitted with your application materials. We will not consider resumes submitted without responses to the supplemental questions. These questions are designed to help you present your qualifications for this position. Your responses, along with your application and resume will be used to determine whether you will be invited to continue in the selection process. Responses should be complete, concise, and specific. Clarity and completeness of your answers will be considered in the evaluation process.

1. Describe the most complex and difficult project that you have managed. What made it complex or difficult, and what steps did you take to achieve resolution? Your example should include information about your role in the project, the issues, and the resources available to you and the amount of public engagement.
2. What experience do you have with capital projects related to transit?
3. What experience do you have with transit procurement and related state and federal requirements?
4. Describe why you are interested in this position and working with Marin Transit.