



Marin County Transit District

Is recruiting for ...

CAPITAL PROJECT ANALYST

\$82,915 - \$111,943 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 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 <https://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 260,000 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.

Position Summary

Under the direction of the Capital Project Manager, this at will, exempt position implements the District capital projects. This includes but is not limited to the procurement of transit related projects and services, procurement of vehicles and ancillary equipment to vehicles, and management of contracts to ensure proper maintenance of Marin Transit-owned facilities and bus stops. This position offers the successful candidate an exciting opportunity to learn, and grow and to join a dynamic Agency in the development and provision of cutting-edge transit services to Marin County. Experienced and entry level candidates will be considered.

The ideal candidate for this position will have contract management and project management experience, experience with transit capital project delivery, excellent computer and communication skills, proven project management skills, ability to manage and prioritize competing concerns on a daily basis, and knowledge of, or ability to learn, state and federal procurement regulations. Placement salary will be determined by relevant work experience, education, skills, and credentials.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Capital Projects Manager. This position may exercise functional or direct supervision over assigned administrative support staff.

Duties:

Typical duties may include:

- Assisting and leading in procurements of transit capital including vehicles, ancillary equipment to vehicles and technology upgrade and improvement projects
- Ensuring proper maintenance of facilities through contract services
- Assisting the Capital Program team in the implementation of bus stop improvement projects.
- Managing consultant teams to develop project designs for bus facility and stop improvements.
- Developing, tracking, monitoring and adjusting project budgets and timelines.
- Providing support to capital improvement projects such as bus stop retrofits and installations that may include GIS mapping and improving access to transportation facilities and services to meet Americans with Disabilities Act requirements.
- Coordination with partner agencies and location jurisdictions to solve complex problems
- Assist in the management of the District asset inventory.
- Ensuring proper maintenance of facilities through contract services
- Giving presentations before boards, commissions, community groups, and stakeholder agencies involved with transportation or transit planning and operations.
- Managing District Asset Inventory
- Manage building improvement projects such as installation of solar panels and/or procuring a generator for a building.
- Reading and understanding design plans, drawings, and product spec sheets

Requirements

Candidate must have direct experience with project management, public agency procurement regulations and be familiar with building maintenance practices. Strong communication skills essential.

Experience and Education:

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

Graduation from a four-year college or university with major coursework in transportation, transit planning, engineering, or related field. Recent experience which demonstrated continuous learning and accomplishment in a field related to the position is desired.

Knowledge of:

- Computer applications related to mapping, data organization, graphs, and creation of documents and spreadsheets.
- 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
- State and federal procurement regulations

Skill in:

- Analyzing and evaluating a range of information, and preparing comprehensive written reports with recommendations
- Using various computer applications (e.g., GIS, Excel, Adobe products) and software;
- 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
- Understanding and interpreting applicable laws, codes, rules, regulations and procedures pertaining to transit grants and funding
- Working with maintenance contractors
- Understanding and interpreting applicable laws, codes, rules, regulations and procedures pertaining to District's purchases and contracting requirements

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 are 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.

Currently, Marin Transit employees are required to work on site three to four days a week depending on position and performance.

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 be onsite at facilities and/or bus stops as needed; (3) Must be willing and able to work outside regular business hours, attending civic, community and client meetings, etc. as needed.

The first review of applications will be January 20, 2023. This position is open until filled and may close without notice.

For an application, please visit <https://www.marintransit.org/jobs.html>. Submit the completed application, a resume, cover letter and supplemental questionnaire 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 assisted on or 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?