

MARIN COUNTY TRANSIT DISTRICT

Facility Development Project Manager

\$167,445 - \$226,040 annual salary
depending on qualifications and an
outstanding benefits package.
A relocation package is also available.



**marin
transit**



marin transit

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 Director of Finance and Capital Programs' direction, this exempt position will lead the development of Marin Transit's first zero-emissions bus operations and maintenance facility. This includes identifying and evaluating potential sites for the new facility development, ensuring suitability for construction, and alignment with project goals and Marin Transit's strategy. 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.

The ideal candidate for this position will have expertise and experience in capital project management and construction management. Engineering and design experience is highly desirable to perform in this role. The ideal candidate will also have excellent computer and communication skills, proven project management skills, ability to manage and prioritize competing concerns daily, and knowledge of 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 Director of Finance and Capital Programs. This position may exercise functional or direct supervision over assigned support staff, vendors, and contractors.

TYPICAL DUTIES MAY INCLUDE:

- » Developing, maintaining, and controlling project scope, budget, and schedule.
- » Reporting on issues related to project progress and implementation to senior management, staff, and the Marin Transit Board of Directors.
- » Managing the consultant and contractor selection process and participating as a member of the consultant selection committee.
- » Interacting with staff from the District, consultants, and other relevant entities or individuals.
- » Ensuring that the project program and the initial design are suitable for the District's requirements and align with master plans.
- » Ensuring that projects stay within the approved budget and timeline; Reviews claims and approves payment requests from consultants/contractors.
- » Providing guidance to consultants on project criteria, regulations, codes, standards, and schedules.
- » Identifying and managing responses to NEPA, CEQA, ADA, energy conservation, and other special requirements.
- » Ensuring that technical reports, designs, and contract documents are adequate, consistent with project guidelines, and feasible and cost effective to build; Organizes the evaluation of such documents by other District staff and/or consultant peer reviewers.
- » Participating in public hearings; Preparing and presenting project reports.
- » Creating project alternatives that leverage existing facility's assets in comparison to a possible new location.
- » With support of a potential construction manager, inspects progress and approves the completion of construction projects.
- » Securing the approval of designs, permits, and construction documents by the appropriate governmental agencies.
- » Producing technical reports, studies, architectural/engineering contract documents, and technical specifications.
- » May manage vendors, staff, and/or contractors at lower levels.
- » May assign and approve the work of construction inspectors.
- » Performing other related duties as required.



■ Requirements

Candidate must have direct experience with project management for large public projects (\$20 million+) and public agency procurement regulations. Candidate must be able to report on issues related to project progress and implementation to senior management, staff, and the Marin Transit Board of Directors.

■ Education and Experience

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: Training and experience equivalent to possession of a bachelor's degree from an accredited college with a major in Architecture, Engineering (Civil, Mechanical, Structural or Electrical), Construction Management, or a closely related field; AND Six (6) years of experience in architecture or engineering project design and construction management, or space planning as a fully licensed professional or under a licensed professional, of which two (2) years must have been equivalent to a Capital Projects Manager.

KNOWLEDGE OF:

- » Principles and practices of technical and functional supervision and training.
- » Principles and practices of public works, construction management, facility design, and municipal capital improvement.
- » Terminology, methods, practices, and techniques used in technical civil engineering, project management, and/or architecture work.
- » Pertinent local, State and Federal laws, codes, ordinances, and rules, including but not limited to The California Environmental Quality Act (CEQA), the Americans with Disabilities Act, and similar requirements.
- » Principles and practices of planning and engineering, including the design, construction, and maintenance requirements of capital improvement projects.
- » Capital Improvement Program budgeting and funding practices.
- » Research methods and sources of information related to the construction of public improvement projects.
- » Project management principles and practices.
- » Principles of engineering and/or architecture as applied to the mechanics of design and building construction.
- » Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- » Capital improvement project management and process.
- » Principles and practices of technical report writing and data presentation.
- » Construction materials and methods.
- » 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.
- » Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; Research and reporting methods, techniques, and procedures.

SKILLS IN:

- » Handling multiple tasks and prioritizing a diverse workload to accomplish tasks on defined timelines.
- » Organizing and prioritizing work to meet critical deadlines.
- » Being innovative, creative, and making independent decisions.
- » Computer applications related to mapping, data organization, graphs, and creation of documents and spreadsheets.
- » Directing/supervising production of construction contract documents.
- » Establishing and maintaining excellent working relationships with others, working well in a team, and working collaboratively with internal and external stakeholders.
- » Articulating engineering/design concepts in a team environment with internal and external stakeholders.
- » 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.
- » Understanding and interpreting applicable laws, codes, rules, regulations, and procedures pertaining to the District's purchases and contracting requirements.

Physical Working Conditions

Position typically works in an outdoor setting which may require the ability to traverse and inspect all areas of a jobsite in all types of weather; this may include walking, climbing, reaching, bending, crawling, and stretching. Position may also typically work in an office environment 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 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 items weighing up to 50 pounds. The position is exposed to characteristic construction site hazards. 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; (3) Must be willing and able to work outside regular business hours, attending civic, community, and client meetings, etc. when required; (4) Must drive with a valid license for work.





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 a 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 Questions

1. Describe your experience managing a project like the planned Marin Transit zero emission bus maintenance and charging facility. What was the most challenging aspect of the project and how did you manage the challenge?
2. Describe your experience managing multiple consulting teams and the most effective tools and techniques you have used to achieve excellent results.
3. Marin Transit has a small, 20 member staff. What are the three most important skills a project manager will bring to the team and why?
4. Describe your experience presenting project information and updates to a board of directors, community groups and or stakeholders.

