

## **CHIEF PROJECT OFFICER**

This position supports and assists the Chief Executive Officer in executing the overall mission of the Metro Gold Line Foothill Extension Construction Authority. In addition, the Chief Planning Officer will have executive direction through subordinate senior management staff for all Authority construction and engineering functions to ensure successful completion of the Authority's light rail transit system.

### **TYPICAL TASKS/ DUTIES**

- Assist the CEO with the overall executive direction through subordinate senior management staff for all Authority construction and engineering functions to ensure successful completion of the Authority's light rail transit system
- Ability to provide overall executive direction through subordinate senior management staff for all Authority construction and engineering functions to ensure successful completion of the Authority's light rail transit system
- Provides policy direction to assigned major functional areas
- Directs the establishment of goals, major priorities, and advise in the development of strategies and resolution of major problems
- Direct the implementation of transit project goals and objectives, policies, work standards, and controls for professional staff and consultants
- Evaluate project performance against goals and take necessary action to address deviations
- Direct the preparation of and present managerial and policy issues with recommendations on matters related to the Authority's transit design and construction to the CEO, Authority Board and to political entities and advise on related issues
- Direct the execution of studies, investigations, and analyses of technical issues for the CEO and Authority Board, including reports of findings, corrective action recommendations and supporting research
- Provide overall direction and control of the Authority's technical management team and the Authority's Design Build Contractor
- Represent Authority at meetings and conferences with elected and public officials, the community, private citizens, and public and private organizations

- Approve cost estimates, staffing plans, and schedules; and establish and maintain effective business and working relationships with the engineering, construction and supplier community

## **KNOWLEDGE, SKILLS AND ABILITIES**

### Knowledge of:

- Theories, principles, and practices of mass transit systems design, construction, operations, maintenance, safety, accident prevention, and emergency response
- Applicable local, state, and federal laws, rules, and regulations governing the design, engineering, and construction of mass transit and other capital projects
- Capital and operating budgets; and management of urban design, architecture, and systems engineering relating to large-scale mass transit

### Ability to:

- Plan, develop and implement strategies, policies, procedures, and work standards to effectively organize and control the design and construction of a major rail transit project
- Understand, interpret, and apply applicable laws, rules, regulations, policies, procedures, budgets, contracts, and labor/management agreements
- Represent the Authority before elected officials and the public as requested/required
- Analyze situations, identify problems, recommend solutions, and evaluate outcome
- Communicate effectively orally and in writing
- Represent Authority before the Board of Directors, elected officials and the public
- Interact professionally with various levels of Authority employees and outside representatives
- Supervise subordinate staff; exercise sound judgment and creativity in making decisions

## **EDUCATION AND EXPERIENCE**

Any combination of training, education, and experience, which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Bachelor's degree in Engineering, Construction Management, or other related field
- 10 years senior management level experience of large-scale public works engineering and construction projects with at least 5 years experience directing rail transit projects
- Master's degree in Engineering or Management desirable
- Valid California Class C driver license

**Special Conditions:** Must possess Registration as a Professional Engineer in the State of California or be able to attain such within 6 months of appointment.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform this job.

While performing the duties pertaining to this position, the incumbent is regularly required to make use of close vision to read reports, summaries, digests, and other documents; to have a range of motion sufficient to push, pull and place books, binders and other materials on level surfaces. At meetings, the incumbent employs eye contact and voice modulation and projection to convey or underscore points of information.

### **WORK ENVIRONMENT**

The work environment described here is representative of those an employee encounters while performing this job.

The incumbent typically works indoors in an air-conditioned office, with a mixture of natural, incandescent and fluorescent light. Typical noise levels are muted by acoustic ceilings, carpet and sound-deadening wall panels.

**Disclaimer:** This job specification is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.