

	<p style="text-align: center;">JOB DESCRIPTION</p>	<p>TITLE: <i>Chief Engineer</i></p>
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JOB SUMMARY

The Chief Engineer is a highly responsible executive leadership job that reports to the Program Officer. This incumbent will plan, direct, manage and oversee the engineering activities, operations, and staff of the program of projects for Austin Transit Partnership (ATP). Is responsible for the development and maintenance of the design criteria and standards, design of rail, rail vehicles, transit systems, and other ATP related activities from the initiation of preliminary engineering through design and construction until project close-out. By conducting and implementing long term planning and budgeting, the incumbent will identify and provide the appropriate resources to support the construction program and coordinate assigned activities with other departments, outside agencies and organizations.

ESSENTIAL DUTIES AND PRIMARY ACCOUNTABILITIES

Note: The essential duties and primary accountabilities below are intended to describe the general content of and requirements of this job and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities may be documented in the incumbent’s performance goals and objectives as outlined by supervisor or manager.

- An integral member of the ATP Management Team to ensure effective interfaces and integration of activities with other organizational units.
- Interact with management and Board of Directors to provide support to the implementation of ATP initiatives through engineering analyses, reports, and recommendations, including communication of key information to other ATP management, the board of directors and the public at large.
- Oversee management of project design criteria and standards and ensure compatibility and consistency within the overall program.
- Participate in the development and administration of the department’s annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; ensure that department, and where applicable individual project(s), expenditures and cost estimates are adequately documented and monitored throughout the department to completion; review and approve department expenditures; and implement adjustments.
- Represent and coordinate with other ATP management team members in liaison with the FTA and its project management oversight consultant.
- Direct and oversee the activities of the department, including planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards for the department.
- Oversee management of the work and work product of contractors ensuring quality work products and timelines are met.
- Ensure compliance with federal, state, and local laws, regulations, codes, and/or standards in work products of the department.
- Coordinate with local cities regarding implementation of projects in their jurisdictions.
- Manage items going to the ATP Board for approval or information.
- Serve as project champion to support the organizational strategic goals.
- Represent ATP at Boards and Commissions and with outside agencies, neighborhood associations, funding agencies, employees, other stakeholders, and general public.
- Communicate and implement safety rules, policies, and procedures in support of the agency’s safety vision and goals and maintain accountability for the safety performance of employees.
- Perform other duties as required and/or assigned.

RESPONSIBILITIES – SUPERVISION AND/OR LEADERSHIP EXERCISED:

Plan, direct, coordinate, and review the work of assigned staff; assign work activities and coordinate schedules, projects, and programs; provide constructive feedback; review and evaluate work and make effective suggestions and recommendations.

Coach, train and motivate staff; coordinate and/or provide staff training; and manage employee relations; manage the workflow and prioritization of projects and measures the performance of department staff and take appropriate corrective action when necessary; provide advice and counsel to staff; develop developmental work plans for staff; implement or recommend corrective actions, discipline and termination procedures as appropriate/necessary.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree in engineering or related field
- Ten (10) years increasingly responsible experience in mass transit systems design, engineering, and construction of major transit improvement projects, including rail, rail vehicles, rail systems and rail facilities, with at least five (5) years of staff supervisory, budgetary and management responsibility.
- Master's Degree is preferred.
- Registration as a Professional Engineer (P.E.) in the State of Texas. If registered in another state, must obtain Texas registration within one year of the date of hire.

OR

An equivalent combination of education, experience, knowledge, skills, abilities, and other characteristics consistent with the required qualifications.

Specialized Knowledge, Skills and Abilities:

- Knowledge of construction regulations and standards.
- Knowledge of project management, scheduling, project budgets, construction contract administration principles and practices.
- Knowledge of civil, electrical, mechanical, transit system maintenance, signals, traction power and track principles and practices.
- Experience with an organization that has major construction projects.
- Experience with FTA Capital Investment Grant programs.
- Advanced interpersonal skills to communicate with all levels of management and non-management employees effectively and sensitively in a culturally diverse workforce when counseling and instructing staff, interpreting policies and procedures, or interacting in meetings.
- Advanced interpersonal skills to effectively and sensitively communicate with politically, economically, and culturally diverse stakeholders such as community groups, other governmental entities, vendors and contractors, when explaining technical and/or financial information.
- Knowledge of current best practices of leadership and management.
- Ability to manage and monitor work performance of a department including ability to:
 - evaluate program, work objectives and effectiveness;
 - establish broad organizational goals; and
 - realign work and staffing assignments for the department.
- Ability to establish and maintain effective working relationships with ATP staff, executive management, peers, community groups, outside agency partners, other governmental officials, the general public and media representatives.
- High level of analytical and creative skills and ability to find creative, imaginative, or unique solutions to complex interpersonal, professional, technical, financial, and administrative problems.
- Highly developed oral and written communication and presentation skills. Demonstrated ability to evaluate different alternatives and select or recommend the one that best meets the business and professional need of the situation without regard for personal biases.

Equipment and Applications

Must be proficient in using business and communications software, preferably Microsoft Office 365 which includes Word, Excel, PowerPoint, Outlook, Teams, and/or other modules as needed.

TRAVEL REQUIREMENTS

Minimal travel may be required.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Work is generally performed in an office environment but requires occasional visits to construction job sites. Job may entail considerable levels of stress as this job works with multiple project timelines and is responsible for managing employees performing work of a complex nature.

Subject to standing, walking, bending, reaching, stooping, and lifting of objects up to 25 pounds; may occasionally be exposed to dangerous machinery, extreme weather conditions, physical harm, hazardous chemicals, and extreme noise when conducting site visits and working in the field.

The ATP promotes a safe and healthy work environment and provides appropriate safety and equipment training for all personnel as required.

Reasonable accommodations may be made to enable individuals with disability to perform the essential functions as previously described.