

	<p style="text-align: center;">JOB DESCRIPTION</p>	<p style="text-align: center;">TITLE: <i>Director, Design and Construction</i></p>
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JOB SUMMARY

The Director, Design & Construction will administer functions relating to design, construction management and project delivery, civil and systems engineering, construction, and utilities for Austin Transit Partnership’s (ATP) capital improvement projects. The incumbent in this job will direct the work of project managers and their teams in the performance of their duties, enforce the QA/QC procedures for contracts, and interact with public jurisdictions, citizen groups, utility companies, railroads, and consultants to ensure construction compliance.

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.

- Oversee and provide critical guidance and advice to project managers responsible for major transit corridor projects.
- Key member of the management team interacting with the Federal Transit Administration.
- Establish and implement an effective system of internal and external audits to verify compliance with planning documents and construction contracts.
- Implement quality assurance/quality control criteria for issued contracts, and interface with departments regarding management and technical issues with potential construction and quality implications.
- Prepare and present management reports to federal authorities, city representatives, and others on various issues including construction activities.
- Oversee development and management of design contracts.
- Provide technical expertise and guidance on best practices in construction methods and standards for light rail and general civil construction.
- Provide guidance on the development, review, management, and negotiation of staffing plans for multiple projects to the project managers and construction managers to maintain budget.
- Lead staff giving direction regarding the work of contractors to assure compliance with contract plans and specifications.
- Assist with compliance, safety requirements and regulations including OSHA, State Safety Oversight of Light Rail Operations and fire and building codes.
- Develop contract specifications relating to construction requirements and participate in the contractor evaluation and selection process.
- Evaluate engineering designs for constructability and quality assurance issues and provide recommendations as appropriate.
- Assist with the coordination of design and construction activities with local public and private agencies.
- Establish and maintain professional relationships with senior management of affected utility companies.
- Ensure labor compliance in accordance with the U.S. Department of Labor.
- Provide oversight and lessons learned from past projects.
- 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 - SUPERVISOR 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 measure the performance of department staff and take appropriate corrective action when necessary; provide advice and counsel to staff; provide 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 related engineering or physical sciences with specialized instruction in Construction Management.
- Master's Degree in related engineering disciplines preferred.
- Ten (10) years progressively responsible experience in construction management and project delivery including five (5) years of supervisory experience.
- Registration as a Professional Engineer (P.E.) in the State of Texas preferred. 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 management and construction contract administration principles and practices.
- Knowledge of construction regulations and standards.
- Knowledge of Federal Transit Administration's Capital Investment Grant programs
- Ability to monitor and maintain project budgets and schedules.
- Ability to organize heavy and complex workloads, establish and adjust priorities, and accomplish objectives within established scopes, budgets, and schedules.
- Ability to interpret and apply local, state, and federal policies, procedures, laws, and regulations.
- Advanced interpersonal skills to effectively and sensitively communicate with all levels of management and non-management employees 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 and 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.

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.