

	<p style="text-align: center;">JOB DESCRIPTION</p>	<p>TITLE: <i>Systems Engineering Manager</i></p>
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JOB SUMMARY

The Systems Engineering Manager is responsible for managing the planning, design and construction of rail transit systems and bus elements for the Austin Transit Partnership (ATP). These elements include the signaling system, communications system, traction electrification system, automated fare collection system, light rail vehicles, passenger stations, park-and-ride/transit center facilities, maintenance and service facilities and the Operations and Control Center.

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.

- Manage systems engineering design and construction work by ATP staff, consultants, and contractors including signals, communications, traction electrification, fare collection, passenger stations, park and rides/transit centers, maintenance and service facilities and the Operations and Control Center.
- Adhere to quality, budget, and schedules for all projects.
- Attend and participate in professional meetings to maintain awareness of new trends and developments in systems related fields and incorporate as appropriate.
- Coordinate designs with other divisions/departments to assure effective interfaces.
- Provide updates of the design criteria, standard specifications, standard drawings, and other standards for ATP’s projects.
- Oversee development of engineering designs and cost estimates.
- Provide technical analysis and review to support implementation and delivery of ATP’s projects.
- Establish and manage effective internal and external communication and coordination with ATP departments, consultants, contractors, and member agencies.
- 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.
- Ensure a positive safety culture is maintained by supporting the health, safety, and security of employees within the department.
- 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; develop developmental work plans for staff; implement or recommend corrective actions, discipline and termination procedures as appropriate/necessary.

MINIMUM QUALIFICATIONS

Education and Experience:

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- Bachelor's Degree in Electrical Engineering, or a closely related field.
- Six (6) years of increasingly responsible experience in design and construction of systems elements on rail transit projects.
- A 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.

Knowledge, Skills and Abilities:

- Knowledge of systems elements, i.e. signals, communications, traction electrification, light rail vehicles, fare collection, passenger stations, park-and-rides/transit centers, and maintenance and service facilities and the Operations and Control Center.
- Knowledge of transit design, construction, maintenance, and operations.
- Knowledge of applicable current principles, practices, methods, procedures, and trends in electrical engineering.
- Ability to maintain project quality, schedules, budgets, and cost estimates.
- Ability to understand and apply local laws, codes, regulations, and legal requirements related to public transportation.
- 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, 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

Travel will be required including international travel.

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 staff as required.

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