

**Los Angeles County Metropolitan Transportation Authority**

**Job Classification Specification**

**EXECUTIVE DIRECTOR, TRANSIT PROJECT DELIVERY**

Pay Grade HBB

(\$166,462 - \$208,083 - \$249,704)

**Basic Function**

To provide executive direction of the construction management, quality, safety, environmental and third party support activities of all transit projects managed by the Transit Project Delivery unit.

**Classification Characteristics**

This classification is exempt/at-will and the incumbent serves at the pleasure of the hiring authority.

**Supervised by:** Executive Director, Program Management

**Supervises:** Executive Officers

**FLSA:** Exempt

**Work Environment**

In order to achieve the Agency's goals in support of its mission, potential candidates are required to commit and continuously practice and demonstrate the following work values:

- **Safety** – To ensure that our employees, passengers and the general public's safety is always our first consideration.
- **Services Excellence** – To provide safe, clean, reliable, on-time, courteous service for our clients and customers.
- **Workforce Development** – To make Metro a learning organization that attracts, develops, motivates and retains a world-class workforce.
- **Fiscal Responsibility** – To manage every taxpayer and customer-generated dollar as if it were coming from our own pocket.
- **Innovation and Technology** – To actively participate in identifying best practices for continuous improvement.
- **Sustainability** – To reduce, reuse and recycle all internal resources and reduce greenhouse gas emissions.
- **Integrity** – To rely on the professional ethics and honesty of every Metro employee.
- **Teamwork** – To actively blend our individual talents to achieve world-class performance and service.

- **Civil Rights** – To actively promote compliance with all civil rights statutes, regulations and policies.
- **Community** - To actively engage with the Community as it relates to Metro interest/services.

### **Examples of Duties**

- Provides management oversight on all transit projects under construction.
- Establishes and monitors short-range and long-range project goals, budgets, schedules, progress, and strategies.
- Directs performance of services by consultants and contractors for successful completion of projects.
- Manages and directs third-party coordination and public affairs activities related to project construction.
- Ensures all construction meets operations and maintenance quality standards and expectations.
- Sets and implements project policies, procedures, safety and work standards, and controls.
- Ensures cooperation and coordination of services amongst departments to achieve agency-wide goals and objectives.
- Provides policy recommendations, technical assistance, and information to the Board of Directors, executive management, and departments involved in the design, construction, and management of capital projects.
- Ensures compliance with Metro's policies and procedures and applicable state, federal and local regulations and laws.
- Prepares and presents reports to executive and management staff, the Board of Directors, and outside regulatory agencies.
- Represents Metro at meetings, conferences, and public events.
- Communicates Metro's safety vision and goals; oversees the implementation of agency and departmental safety rules, policies, and procedures; and maintaining accountability for safety performance of all subordinate employees.
- Contributes to ensuring that the EEO policies and programs of Metro are carried out.

### **Essential Knowledge and Abilities**

Knowledge of:

- Theories, principles, and practices of program control and project management related to heavy civil projects, including cost estimating, cost engineering, project planning, budgeting, critical path scheduling, cost and schedule progress measurement, and project status reporting.
- Construction methods and material and construction costs.
- Public agency procurement procedures and contract administration.
- Modern management theory.

Ability to:

- Plan, organize, and direct the work of a program control department.

- Analyze situations, identify problems, and implement solutions.
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements.
- Prepare comprehensive reports and correspondence.
- Interact professionally with various levels of Authority employees and outside representatives.
- Communicate effectively orally and in writing.
- Exercise critical thinking, analytical problem solving, and decision-making expertise.
- Supervise subordinate staff.
- Travel to offsite locations within a reasonable timeframe.
- Read, write, speak, and understand English.

### **Minimum Qualifications**

Potential candidates interested in the EXECUTIVE DIRECTOR, TRANSIT PROJECT DELIVERY position MUST meet the following requirements:

- Bachelor's degree - Engineering, Business, Finance, or other related field.
- 5 years' senior management-level experience in program control of major public works projects.
- Master's degree in related field desirable.
- Valid California Class C driver's license.

### **Special Conditions**

- Exposure to hazards during site visits.

### **Disclaimer**

This job specification is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor.