

Classification description



Title: Transit Project Manager I, II

Job Code: 1415, 1425

Pay Range: 54A, 542

FLSA Status: Exempt – Executive/Supervisory

Employee Group: Non-Represented

Established: 9/06

Revised: 10/08, 4/14

EEO Category: Officials and Administrators

DESCRIPTION

Jobs assigned to this series are responsible for the management and efficient planning and operations of a division or unit that does planning, development and project management of light rail transit projects (or transit projects of similar size and complexity). Positions in this series use detailed knowledge of federal laws, regulations and funding requirements to compete successfully and secure federal project funding resources for Metro's light rail program(s).

DISTINGUISHING FEATURES

This series classification includes Transit Project Manager I and Transit Project Manager II levels. The primary distinctions between the two levels are:

The **Transit Project Manager I** manages staff and consultants in the preparation of technical transit project analyses including transit ridership forecasting, traffic impact and cost effectiveness analyses and develops key components of light rail and Federal Transit Administration New Starts and Small Starts project rating criteria. The Transit Project Manager I is responsible for the transportation analysis work program in support of federal Alternatives Analysis and Draft and Final Environmental Impact Statements and is part of the Metro transit project management team that formulates strategies to successfully position projects for federal funding.

The **Transit Project Manager II** serves as the region's project manager for light rail projects during the planning phases of project development, coordinating all aspects of light rail projects and other major transit capital investments with the Federal Transit Administration, other governments, transit districts, interest groups and the public. This position fills a critical regional role in development of light rail and other transit project proposals capable of competing successfully, on a national level, for funding under FTA New Starts and Small Starts criteria. The Transit Project Manager II manages projects through the Federal Alternatives Analysis and Draft and Final Environmental Impact Statements, including environmental, planning and engineering development and review; and, manages multi-modal corridor planning projects led by Metro, supervising staff participation in other transportation development projects led by others and leading Metro's policy and planning work related to tolling and the region's freight planning program. Supervises the staff assigned to the section, oversees the development and implement of work programs and project budgets and works with the Transit Program Director on the division budget.

DUTIES AND RESPONSIBILITIES

Transit Project Manager I

1. Manages staff and consultants to complete the transportation analysis elements of Metro's transit project development program.
2. Leads Metro's efforts to calculate cost-effectiveness measures and evaluate transit alternatives in support of the region's FTA-funded New Starts and Small Starts projects.
3. Leads the preparation of travel demand forecasts, transportation and traffic impact analyses for Metro's transit project development program including projects in Alternatives Analysis, and Draft and Final Environmental Impact Statements.
4. Reviews output from a variety of travel demand forecasting models (including EMME/2, VISUM, and SUMMIT) and provides quality control and strategic input into the development and refinement of networks and alternatives.
5. Works with the Transit Program Director, Transit Project Manager II, and Deputy Planning Director to provide input to the Federal Transit Administration regarding technical methods and procedures for the evaluation of transit projects.
6. Serves as Metro's representative on various technical advisory committees, and coordinates transportation analysis work performed by Metro in support of other jurisdiction's transit and transportation projects.
7. Presents highly technical information to the general public, elected officials, and transportation professionals in the format that is most effective for each audience.
8. Provides technical expertise and project management for Metro's transit system planning activities in support of the Regional Transportation Plan.

Transit Project Manager II

In addition to duties performed by a Transit Project Manager I, a Transit Project Manager II:

1. Serves as project manager for the region's light rail and other major transit capital investment projects through the system planning, conceptual engineering and environmental impact statement phases of project development. These are the largest projects managed in the Metro Planning Department, with staff and consultant budgets in excess of \$4 million annually.
2. Develops detailed scopes of work, budgets and schedules for complex multi-disciplinary light rail projects that take into account detailed federal requirements and deadlines. Develops and implements project control systems.
3. Manages consultant contracts, leads project teams, and supervises professional technical employees of Metro in close adherence to budget and schedule. Manages direct report staff and leads interdivisional teams organized in a matrix structure for projects.
4. Formulates strategies to successfully address all issues related to the advancement of light rail projects.
5. Presents highly technical information to, and communicates effectively with, the general public, elected officials, local jurisdictional staff, and transportation professionals in the format that is most effective for each audience. Works in highly emotional situations

with community stakeholders to build support for projects that have immediate direct impact.

6. Develops strategies to present projects in the most favorable light for the annual New Starts submittal to FTA.
7. Provides ongoing day-to-day coordination with the FTA and FHWA regarding project status and issues. Prepares and reviews quarterly grant status reports for FTA.
8. Represents Metro in the transportation planning and light rail transit project development arena at local, regional, and national levels, serving on various boards and committees.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:
 - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust
 - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others
 - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
 - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
 - Demonstrate sustainable practices in applicable field and generally for resource use and protection
 - Work assigned schedule (if applicable); exhibit regular and predictable attendance
 - Practice safe work habits
 - Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
3. Perform assigned duties during an emergency situation.
4. Perform other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Work Experience:

Transit Project Manager I

- Five years progressively responsible project management experience in the area(s) of transit or transportation planning, and
- Substantial knowledge of the Federal Transit Administration New Starts and Small Starts Project Rating criteria, and
- Bachelor's degree in transportation planning or a closely related field, or

- Any combination of experience and education that provides the applicant with the desired skills, knowledge and ability required to perform the job

Transit Project Manager II

- Six years progressively responsible related project management experience, and
- A Bachelor's degree in Transportation Planning, Regional Planning, Transit Engineering, Project Management, or a related field, or
- Any combination of experience and education that provides the applicant with the desired skills, knowledge and ability required to perform the job

SPECIAL QUALIFICATIONS

The Transit Project Manager I and II require knowledge of Federal Transit Administration funding rules and procedures.

Knowledge, Skills and Abilities:

(NOTE: Unless specifically noted, the level of the specified skills will vary based on the level the job is assigned to in this series.)

- Federal Transit Administration New Starts and Small Starts Project rating criteria and the National Environmental Protection Act (NEPA)
- Principles and practices of transit project planning
- Budget preparation and expenditure control management theory and principles of supervision
- Project management software, and FTA computer software programs
- Strategic thinking for complex transit and public policy issues
- Provide planning, leadership, and technical oversight in developing goals and objectives for regional transit projects
- Communicate successfully with Metro executive staff and managers, the public, and various interest/business groups
- Develop policy and project alternatives, criteria, and recommendations
- Prioritize and assign section staff resources to tasks and projects
- Decision making, discretion, problem analysis and resolution
- Independent judgment and independent action
- Interpersonal skills, customer service and teamwork
- Creativity, negotiation and presentation/selling
- Training and supervision
- Advanced math and programming
- Understanding and the ability to read, speak and write the English language
- Perform all position essential duties and responsibilities
- Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability

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- Work assigned schedule and exhibit regular and predictable attendance
- Work in a safe manner and follow safety policies, practices and procedures
- Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
- Successfully pass the background check and screening requirements required for the position

SUPERVISION RECEIVED

SUPERVISION EXERCISED

RELATIONSHIPS/CONTACTS

Inside the organization, provides direction, resolve problems, provides assistance, presents findings and discusses issues. Outside the organization, provides information/reports, responds to inquiries, negotiates solutions, communicates technical information, directs contractors, and conducts general briefings with business and interest groups.

TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING

Standard office equipment is used.

WORK ENVIRONMENT

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. Occasionally, positions within this series classification require outside work with exposure to construction/remodeling work. Employees may encounter hazardous situations, equipment and conditions found in such environments. Travel, evening meetings and extensive overtime may be required.

The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.