**Class Summary**

This classification is responsible for providing the day-to-day management of assigned workgroups responsible for supervising, directing, and administering transit capital and operating project work. Incumbents are responsible for managing a unit consisting of several workgroups supervised through Transit Capital Supervisors.

**Distinguishing Characteristics**

This is the second level in a two-level classification series. It is distinguished from the Transit Capital Supervisor in that incumbents within the Transit Capital Supervisor classification are responsible for providing the day-to-day supervision of a single workgroup that oversees capital and/or operating project work and may report to incumbents within the Transit Capital Unit Manager classification.

**Examples of Duties**

1. Provide strategic direction and guidance to assigned Transit Capital Supervisors and multiple workgroups, including developing performance standards and measures for project workgroups.
2. Hire, assign, and schedule work, evaluate performance, and initiate disciplinary action when appropriate.
3. Recommend and oversee the development and implementation of policies and procedures for multiple workgroups.
4. Manage and monitor the unit’s operating budget.
5. Manage workplace resources, including staff, unit-specific equipment, software, training, and contracting needs.
6. Oversee the preparation of the biennial capital improvement program
7. Oversee contract negotiations, interpretation, and compliance monitoring.
8. Resolve issues amongst assigned supervisors, peer unit managers, and escalate to leadership as appropriate.
9. Establish, monitor, and report on the Unit’s performance and make adjustments to achieve organizational goals.
10. Provide technical expertise in the evaluation and analysis of complex, sensitive, and political issues in the areas of environmental compliance, engineering, project management, or project control.
11. Participate in developing and implementing Capital Divison’s goals, objectives, and Key Performance Indicators (KPIs).
12. Participate in developing and implementing Capital Division's program and project management matrix systems. Evaluate and recommend program management best practices.
13. Act as the department's liaison with council subcommittees as assigned.
14. Prepare and present reports and council resolutions to management staff and council committees.
15. Participate in public meetings and hearings.
16. Provide for quality assurance of workgroup products, which may include stamping, signing, and/or authorizing work products developed by members of the assigned workgroup who have not completed required licensing or other professional certifications.
17. Perform other duties as assigned.

**Knowledge/Skills**

Advanced knowledge of budgeting techniques and principles

Advanced knowledge of policy and code analysis and development

Advanced knowledge of technical aspects of capital project work and the principles of the unit’s disciplines.

Knowledge of project management techniques and principles

Knowledge of multiple engineering disciplines

Knowledge of human resources management techniques and principles

Knowledge of supervisory practices and principles

Knowledge of strategic planning techniques and principles

Knowledge of intergovernmental relations

Knowledge of the legislative process

Skill in verbal and written communication

Skill in planning, scheduling, and organizing

Ability to work in a political environment

Ability to handle multiple competing priorities and sensitive situations

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification, and Other Requirements**

Washington State Driver’s License or the ability to provide transportation to remote work locations with limited or no public transportation services.

Additional licenses, certifications, and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

Engineering Transit Capital Unit Managers shall have a Washington State Engineering License.

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | Transit Capital Supervisor  Transit Capital Unit Manager |
| **Class History** | 03/2022 - Created |