

PLANNING AND ENGINEERING SERVICES MANAGER
\$6162 - \$8473 PER MONTH
OPEN UNTIL FILLED

****OPEN****

THE JOB:

Omnitrans is seeking a highly skilled professional to manage the Planning and Engineering unit of the Integrated Project Management Office (IPMO) to be responsible for planning, engineering, environmental clearance, design, construction, QC/QA, value engineering, construction management, risk management, development of various reports per FTA requirements, and the related public outreach efforts. This unique Manager is also responsible for daily management and administrative duties of the unit. The duties may include, but not limited to, the following:

- Act as the assistant to the Director of Integrated Project Management Office (IPMO).
- Directs the activities of IPMO group to monitor and review the work of consultants, cost and schedule proposals, negotiations, and development of consultants work plan in absence of the Director or on behalf of the Director
- Develops work scopes and negotiates consultant services contracts and contract changes; supports IPMO Tasks Managers to coordinates and supervises consultant's activities from Alternative Analysis through the Revenue Operations.
- Directs and oversees various compliance issues such as ADA, Clean Air Act, and others as mandated by Federal, State, and Local regulatory agencies.
- Work closely with Agency's Law Firm and coordinate with Project Team to develop MOU and/or Agreements
- Works with the project teams to understand the scope for the individual projects so as to develop list of various project risks.
- Develop a risk management plan at the beginning of the projects and to develop and update a Risk Register per FTA requirements through the different phases of the project/s.
- Work closely with the Task Managers, Consultants, and the other personnel within the Agency or outside to quantify the risk impacts and to develop strategies to mitigate the risks.

THE QUALIFICATIONS:

The successful team player will possess a Bachelor's degree in Engineering, Construction Management, Urban Planning; Professional registration with the State of California (PE) **is required** (PMP or CCM certification is a plus); proven and successful ten (10) years senior management level experience in design and construction of major public works projects or major public transit agency management or building projects is essential. Candidates must demonstrate knowledge of FTA process; develop and maintain positive, cooperative, team-oriented relationships with Planning & Finance Departments, Project Team, FTA, Regulatory Agencies (SANBAG, State, SCAG, and City Government, etc.). Must also possess the ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community; write speeches and articles for publication that conform to prescribed style and format; effectively present information to top management, public groups, and/or boards of directors; skills and experience with project management software such as Primavera, Microsoft Project, Expedition, Microsoft Word and Excel. Familiarity with Financial Software such as Oracle or SAP is a plus.

THE SELECTION PROCESS:

Applications will be screened for relevant qualifying experience. Additional screening mechanisms may be implemented in order to determine candidates' qualifications. Only those applicants who most closely meet the needs of the Department will be invited to participate in the selection process. The selection process may include a combination of written, performance, and oral examinations. Applicants meeting the minimum qualifications are not guaranteed advancement to the interview. The process also requires a pre-employment physical examination, drug screening, and background/criminal investigation. Further information and applications can be obtained at Omnitrans, 1700 W. 5th St., San Bernardino, CA or visit our website at www.omnitrans.org.

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