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| **DEPARTMENT:** | **Planning and Scheduling** |
| **POSITION:** | **Planning and Capital Projects Manager** |
| **OPENING DATE:** | **July 1, 2020** |
| **CLOSING DATE:** | **July 31, 2020** |
| **RECRUITMENT TYPE:** | **Internal/External** |
| **DESCRIPTION:** | |
| Develop short and long-range programs designed to build or improve transit infrastructure and facilities. Oversees and manages all capital projects and programs through project development, environmental analysis, grant pursuit, design, construction, and quality control processes. Develop and manage strategic programs consistent with philosophy of developing mass transit services, and interact with government agencies responsible for planning and funding/financing capital transit projects. Build networks and relationships among all CATS stakeholders to develop short- and long- term programs, including obtaining information, other resources, and funding. Coordinate allocation of these resources among capital projects. Work with the Chief Executive Officer and other executives to develop new ridership, create new revenue opportunities, and maintain a positive agency image. | |
| **Essential DUTIES:** | |
| *This is a general listing of job functions and does not wholly represent a complete listing of the positions responsibilities.*   * Overseeing capital projects to ensure adherence to schedule, budget, quality and timely delivery; * Overseeing preparation of the annual Capital Program budget and Five-Year Program including preparation of work priorities, staffing, plans and project schedules and budgets to assure adequate resources are available to successfully carry out the program; * Ensuring strong communications and coordination between all aspects of highly-complex, major capital projects through the planning, design, and construction phases; * Serve as key capital program liaison with CATS internal departments, the Federal Transit Administration and other community stakeholders. * Lead the capital development program for CATS, including providing direction and supervision of staff and resources; * Oversees projects to assure they adhere to schedule, budget, compliance and quality commitments; * Ensures proper coordination and review of civil and systems engineering, construction, and utilities for major rail capital improvement projects; * Supervises staff in prioritizing and assigning work; conducting performance evaluations; providing staff training; ensures employees follow policies and procedures; maintains a healthy and safe working environment; and makes hiring, termination, and disciplinary recommendations; * Develop program organizational structure/staffing requirements, and hires, supervises and ensures staff and consultants are properly trained in areas of planning, design and construction; * Ensures compliance with federal, state, and local laws, regulations, codes, and/or standards in all work products of the department; * Oversees labor compliance in accordance with the U.S. Department of Labor; * Regularly communicates and reports project status and issues with CATS Executive leadership; * Leads coordination of the capital planning program and projects with CATS to ensure that the agency’s needs and requirements are considered; * Act as a principal liaison between CATS and community member regarding development of transit projects; * Key engagement with the Federal Transit Administration regarding rail planning, design and construction activities and submittals; * Present capital planning program and project items to the CATS’ Board of Commissions , Metro Council and other policy boards/groups at the direction of the CEO; * Performs other duties of similar nature and level as assigned.   **OTHER JOB FUNCTIONS**  May be assigned additional managerial and administrative responsibilities as required.  **MINIMUM QUALIFICATIONS**  All candidates must meet the following minimal qualifications:   * Bachelor’s degree in Transportation Engineering, Civil Engineering, Urban Planning, Business Administration or a related field; * Seven years developing and directing strategic capital projects to include sustainability initiatives; * Seven years in a leadership role overseeing project or development teams; * Three years of regional transportation planning process or management experience in transportation, transit operations, maintenance, or mass transit related discipline; * A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position CATS reserves the right to determine the equivalences of education and experience.   **PREFERRED QUALIFICATIONS BUT NOT REQUIRED**   * Master’s Degree from an accredited college or university in Planning, Transportation Planning, Statistics, Mathematics, Geography, Environmental Science; AND a minimum of (2 years) of professional transportation planning experience.   **Knowledge of:**   * Business management, leadership principles and practices; * Public relations principles and practices; * Transit operations, Labor contracts and employment laws and regulations; * Transportation infrastructure and Strategic planning principles; * Budgeting principles and practices, Fiscal management and internal controls; * Politics governing multi-jurisdictional transit systems; * Methods, practices and procedures involved in management of a public transit system; * Local, regional, state, federal agencies, groups and organizations involved in transit planning and development, Laws, codes, regulations, and legal requirements related to public transportation;   **Skill in:**   * Supervising and evaluating employees, Prioritizing and assigning work; * Developing and implementing strategic plans; * Planning, organizing, coordinating, and providing overall executive direction and leadership for a transit agency; * Delegating responsibility and authority to management staff; * Representing CATS to legislators, civic groups, regulatory agencies and others in the community; * Monitoring and overseeing the Authority's budget process for major rail projects; * Analyzing and solving problems and Managing and executing multiple tasks; * Analyzing processes and making recommendations for improvement; * Mediating conflict and Conducting negotiations; * Developing effective work plans, goals and objectives; * Preparing and delivering oral presentations; * Communicating in order to interact with coworkers, supervisor, and the general public at a level sufficient to exchange or convey information and to receive work direction.   **Ability to:**   * Manage projects, including facilitating continual progress on priority projects; * Ability to persuade and/or train others, including the ability to act as planning lead; * Ability to provide advice, to develop, and interpret how to apply policies, procedures throughout the agency that effect the Planning and Scheduling Department; * Ability to decide the time, place and sequence of operations within an organizational framework; * Ability to facilitate interdepartmental collaboration in the execution of priority projects; * Analyze operating data, identify issues and opportunities and recommend appropriate solutions; * Prepare written correspondence and reports, including creation tables and graphics; * Present information and respond to questions from groups of managers, coworkers and the public; * Use interpersonal skills to communicate with coworkers, managers, elected officials and the public; * Practice and demonstrate strong organizational and time management skills; * Establish and maintain cooperative relationships with those contacted during the course of work; * Maintain tact, poise and professional demeanor in the workplace and with the public and coworkers.   **LICENSES AND OTHER REQUIREMENTS:**  A valid Louisiana (or other State issued) driver’s license. | |
| **PREFERRED SKILLS:**   * Knowledge, Abilities and Skills Thorough knowledge of FTA regulations regarding planning and capital project proposal, transit scheduling, grant application procedures, funding eligibility guidelines, Formula v. Discretionary funds, and the transfer of funds between projects; * Knowledge of FTA publications including Federal registers. Proficiency in scope change requirements and Grant Management Information Systems; | |
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Travel  
  
There may be some required traveling for training and conferences, for short periods.

Please submit a cover letter and resume to: [catscareers@brcats.com](mailto:catscareers@brcats.com). The first review of applications and resumes is slated for July 15, 2020. This position will close on July 31, 2020.

**Capital Area Transit System (CATS) is an Equal Employment Opportunity employer. CATS does not discriminate against any applicant or employee on the basis of race, color, sex, religion, national origin, age, disability, or any other consideration made unlawful by applicable federal, state or local laws.**