

## EAST BAY REGIONAL PARK DISTRICT

### **DESIGN MANAGER**

#### **GENERAL FUNCTION:**

Under general direction, supervises, oversees, and/or personally executes the design of new, altered or modified District capital improvement projects. Represents the department on related internal District matters and represents the District in the selection and approval of engineering/architecture/landscape architecture consultant proposals and work products.

#### **ESSENTIAL FUNCTIONS:**

Supervises a moderate staff of professional engineers, architects, landscape architects, engineering and drafting technicians with responsibility for developing schedules and making assignments that achieve the annual budget objectives for the design and implementation of capital improvement projects. Also oversees the work of design consultants hired to augment the in-house staff. Directs subordinates in the preparation of capital improvement plans, construction and bid documents, and cost estimates. Also responsible for reviewing encroachment permit applications from outside the District, internal Land Use Plans and Environmental Impact Reports for technical engineering/architecture/landscape architecture adequacy and provides general engineering/architecture/landscape architecture support to other District offices as requested. Responsible for storage and maintenance of all design and contractual documents and records. Manages internal workload, schedule and monitors overall production. As a first-level supervisor, makes assignments, accepts or rejects work, adjusts workload, resolves technical problems, and when problems or issues go beyond the scope and authority of the department, coordinates with other District staff as necessary. Also performs the full range of personnel management responsibilities, i.e., selection, performance management, leave approval, employee and labor relations, and assuring workplace safety.

Personally assumes responsibility for the preparation of plans, construction and bid documents and cost estimates for large scale, high dollar value, technically and/or politically complicated capital improvement projects. Also represents the department on various District committees and work groups.

#### **MINIMUM QUALIFICATIONS:**

Education: A Bachelor's degree from an accredited college or university in civil engineering, architecture, landscape architecture or a closely related field;  
and

Experience: Four years of professional experience in the design of park-type facilities. At least one of the four years should be at a supervisory level.

Substitution: A Master's Degree in civil engineering, architecture, landscape architecture or a closely related field may be accepted as an equivalent to a maximum of one of the required four years of experience.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough professional knowledge of engineering/architectural/landscape architectural techniques, principles and practices. In addition, practical knowledge of construction practices, especially those related to public works projects, and local permitting, code and inspection requirements. Ability to develop reliable cost estimates and project schedules. Must have knowledge of management and supervisory principles and practices and sound judgment and leadership skills. Well developed verbal and written communication skills and the ability to work cooperatively with divergent groups are also required.

SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California State driver's license is a condition of initial and continued employment in this position. Must possess, or be able to obtain within first year of employment, a valid professional engineering or architecture or landscape architecture license from the State of California.

REPORTS TO: Chief, Design

Employment Category: Management, Range MG02  
Replaces "Senior Landscape Architect"  
Adopted by Board: May 21, 2002  
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