

EAST BAY REGIONAL PARK DISTRICT

CHIEF, DESIGN & CONSTRUCTION

GENERAL FUNCTION:

Under general direction, this position provides direction and overall management of the Design and Construction Departments, which are responsible for assuring the necessary funding, professional and technical expertise, regulatory compliance and legitimate contracting for the economical construction of approved capital improvements. Administers the Five-Year Capital Improvement Plan. Personally represents the District with external governmental agencies, and elected officials. Performs representational duties related to assigned programs.

ESSENTIAL FUNCTIONS:

Serves as a middle manager, directly supervising program managers who individually exercise specialized responsibilities for the functions of facility design, surveying and construction administration. Exercises second level supervisory responsibilities over a staff of professional, technical and support employees, and design consultants engaged in the preparation and implementation of the District's Capital Improvement Plan. Administers the implementation of the Capital Improvement Plan by maintaining a responsive process of design development and project scoping based on the District Master Plan, General Manager direction, and staff input balanced against available or potential funding for project construction and facility operation and maintenance. Assures the preparation of design and construction documents that are consistent with the standards and general character of District park facilities. Directs the preparation of documentation necessary to support District capital project grant applications.

Key program objectives include effective coordination with District staff on capital projects and minimizing change orders, claims, and litigation from contractors by preparing detailed and accurate design and construction documents.

Within the Department, establishes, promotes and monitors professional standards. Assumes overall responsibility for a large Operational and Capital Budget and develops, justifies and defends proposed budget submissions. Resolves internal problems and issues and coordinates with other District organizations on broader problems and issues. Serves on many internal committees, working groups and/or ad hoc task forces, providing assigned program expertise and contributing to the attainment of successful results.

Individually, serves as a District representative to various regional external organizations, e.g., Martin Luther King Jr. Freedom Center Coordination Committee and the Contra Costa City and County Engineer's Transportation Advisory Committee, and officials. Assists the Assistant General Manager of Planning, Stewardship, Design and Construction in support of the District's legislative program to acquire capital funding.

MINIMUM QUALIFICATIONS:

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

EAST BAY REGIONAL PARK DISTRICT
CHIEF, DESIGN & CONSTRUCTION JOB DESCRIPTION
PAGE 2

Experience: Six years of experience in the design of park-type facilities, two of which must have been at the middle management 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 two of the required six years or 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, some of which may be on short notice with minimal information. Must possess significant general 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 landscape architecture, engineering or architecture license from the State of California.

REPORTS TO: Assistant General Manager for Planning, Stewardship, Design and Construction

SUPERVISES: Professional, technical, and support staff.

Employment Category: Management, Range MG05
Adopted by Board: 02/26/1975
Revision Approved by General Manager: 12/31/2001
Revision Approved by Board: October 7, 2003, Resolution No. 2003-10-194
Revision Approved by General Manager: September 18, 2003
Replaces Chief, Design