



JOB TITLE:	TRANSIT ASSET MANAGEMENT (TAM) PROJECT MANAGER	DIVISION:	DISTRICT – CAPITAL & GRANTS
REPORTS TO:	DIRECTOR OF CAPITAL AND GRANT PROGRAMS	EEO CATEGORY:	02 - PROFESSIONAL
FLSA:	EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN FRANCISCO

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under general direction of the Director of Capital and Grant Programs, the TAM Project Manager develops, oversees, manages and maintains the District’s asset management plan for major assets (e.g., rolling stock, non-service vehicles and equipment, facilities, bridge and roadway infrastructure). Transit Asset Management is a business model that uses the condition of assets to guide the optimal prioritization of funding in order to keep transit networks in a State of Good Repair (SGR). The District’s operations and maintenance staff will continue to serve as the technical and subject area experts in maintaining capital assets.

Essential Responsibilities

Position is responsible for managing all activities related to Federal Transit Administration’s mandated Transit Asset Management program for the District. As a manager in the organization, the person in this position may be called upon to perform other duties from time to time. Major work in these areas includes, but is not limited to, the following:

A. Transit Asset Management (TAM) Duties

- Develop with internal agency stakeholders across the District (i.e., Bridge, Bus, Ferry and District Divisions, which include staff representing a wide array of departments, such as Engineering, Operations, Maintenance, Procurement, Planning, Finance and Information Systems) a plan for asset management. The nine major elements of the TAM plan include an inventory of capital assets, condition assessment, decision support tools, investment prioritization, TAM and SGR policy, implementation strategy, list of key annual activities, identification of resources and an evaluation plan
- Participate in development and enhancement of Enterprise Asset Management (EAM), Project Management Information System and/or Financial Information System components and modules; implements project tracking and status reporting systems



- Create, manage and document business processes and procedures for conducting asset type condition assessments consistent with the Federal Transit Administration’s (FTA) Transit Economic Requirement (TERM) 1-5 State of Good Repair (SGR) Asset Scale
- Develop guides, standards, and inspection procedures for the collection of condition data into the asset inventory database/EAM system and reporting of performance and condition data
- Interpret data on failure analysis, performance incidents and inspections to inform on risks and condition ratings
- Assist with analysis and interpretation of data for use in asset prioritization, project development, lifecycle planning
- Manage the process of sampling asset data for accuracy
- Maintain the TAM plan and ensure that TAM activities are monitored, evaluated and updated on a regular basis
- Identify problems and manage resolution of issues and actions to ensure daily completion of required task efforts involving budget, cost, schedule and other Project Management responsibilities
- Prepare and present reports to executive management and the Board of Directors
- Oversee performance and evaluate work of consultants to ensure compliance and consistency with agency, department, and project objectives
- Provide lead responsibility over other professional staff as assigned by management
- Regular and reliable attendance and high-level job performance is required

B. Future Duties

As duties related to TAM evolve into maintaining the system, the position may include long-term capital planning. Capital planning is the process of budgeting resources for the future of an organization’s long-term plans. A capital plan recommends projects based on the availability of funding from various sources and the relative priority of each project.

- Develop and lead the agency’s Capital Improvement Program (CIP) or long-term capital plan, identifying major infrastructure, transportation, safety and improvement projects and prioritizing them according to available funding
- Plan for and project future revenues from formula fund programs, discretionary programs, and other sources of funding
- Review and update the Metropolitan Transportation Commission (MTC) needs assessment data for the District. The needs assessment informs the region’s distribution of federal funds for the FTA Fixed Guideway Program
- Based on the CIP or long-term capital plan, work with Capital & Grant Programs staff to identify potential grant opportunities for priority projects. Identify additional courses of action (e.g., studies, surveys, counts, etc.) that would support grant applications
- Ensure that project schedules, cost and overall quality performance objectives are met across a diverse range of capital improvement projects
- Coordinate, manage, and monitor the progress of assigned projects and programs at all stages of development to ensure timely, efficient, and cost-effective projects

Required Knowledge, Skills and Abilities

Working knowledge of:

- Principles and practices relating to budget programs and systems management
- Accounting principles and practices

Ability to:

- Understand, interpret, and apply complex rules, regulations, and legal provisions governing fiscal functions and grant programs
- Interpret and analyze legislative proposals and their potential impact on the District's capital and operating programs and grant opportunities
- Comprehend engineering plans, cost estimates, analyses, and reports
- Communicate effectively both orally and in writing
- Write in a clear, concise and persuasive manner
- Use a calculator
- Identify & research issues & develop sound strategies and options for implementing solutions
- Work collaboratively in a team atmosphere as well as perform tasks independently
- Establish and maintain cooperative professional work relationships with District and outside agency staff
- Use personal computer spreadsheet and word processing software to develop spreadsheets, graphs, and reports – intermediate/advanced Excel
- Organize, prioritize and manage multiple work tasks while meeting critical deadlines

Minimum Qualifications

Education and/or Experience:

A combination of college level training and position related experience equivalent to:

- Bachelor's degree with major course work in public administration, business administration, planning, finance or related field. Additional qualifying experience on a year per year basis may be substituted in lieu of degree.
- A minimum of five years' position related professional experience in project management, capital program planning, grants administration or professional administrative work including financial analysis.
- Supervisory experience is highly desirable.
- A Master's degree in a related field may be substituted for one year of the required experience

Required License: Must possess and maintain a current, valid California driver's license and satisfactory driving record.

Physical Requirement: Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities.