

Career Opportunity



Deputy Executive Director of Facilities and Systems Maintenance Sound Transit (Seattle, Washington)

How would you like to work for a progressive and well-funded multi-modal transit agency in the beautiful U.S. Northwest? KL2 Connects LLC has been retained to identify outstanding candidates for the position of Deputy Executive Director of Facilities and Systems Maintenance, a position that emerged through a reorganization addressing Sound Transit's rapid expansion.

Named by Kiplinger's as one of the *10 Best Cities for the Next Decade*, Seattle is an exciting place to live. The city and surrounding region are home to spectacular natural resources; a diverse and engaged population, and a wealth of cultural, educational, arts, entertainment, sports, and other amenities.

Sound Transit's commuter rail, light rail, and bus network is rapidly expanding as voters have passed initiatives totaling over \$75B. The agency is in the initial stages of implementing the most recent initiative. With \$53B approved by voters, its ambitious 25-year-plan will result in new stations opening in 2021, 2022, 2023, 2024, 2030, 2031, 2035, 2036, 2039, and 2041.



Sound Transit is at an exciting point in its history and is seeking three industry leaders to play key roles in its future. If your career has prepared you to succeed in a complex, challenging, and professionally rewarding business environment, please contact us at your earliest opportunity.

The annual salary range for this position is \$145k-\$225k and the compensation package includes an excellent benefits package.

The Deputy Executive Director of Facilities and Systems Maintenance

Under direction from the Operations Executive Director, this position will direct, plan, manage, and oversee the operations and functions of the Operations Department including assigned divisions, programs, and functional areas. The winning candidate will manage and direct Facilities Maintenance, Facilities Operations, Link Facilities, Transit Systems, and Downtown Seattle Transit Tunnel facilities maintenance. He/she will provide leadership of the above programmatic functions, integrating their work with other agency departments and coordinating assigned activities with other departments and outside agencies.



Essential Functions

The following are not intended to serve as a comprehensive list of all duties performed by all employees in this classification. They are only intended as a representative summary of the primary duties and responsibilities. The incumbent may not be required to perform all duties listed and may be required to perform additional position-specific duties.

- Plan, direct, coordinate, and review the work of assigned staff; assign work activities and coordinates schedules, projects and programs; provide constructive feedback; review and evaluate work; and makes effective suggestions and recommendations.
- Coach, train, and motivate staff; coordinate and/or provide staff training; manage employee relations; manage the workflow and prioritization of projects; measure the performance of the department and all related staff; take appropriate corrective action when necessary; provide advice and counsel to staff; develop developmental work plans for staff; and implement or recommend corrective actions, discipline, and termination procedures as appropriate/necessary.
- Develop, implement, and exercise ownership of the maintenance plans for bus, commuter rail, and light rail facilities, systems and subsystems; represent these plans with stakeholders such as the FTA, PMOC, FHWA, FRA, Sound Transit Board, and various approval bodies (both internal and external) of Sound Transit.
- Ensure that maintenance plans are thoroughly developed and applied for all applicable systems and facilities; ensure that detailed records of work pending, back log, priority, and schedule information are maintained and used to manage work and inform other work, programs, and system reliability improvement activities.
- Ensure that employee and customer safety are a top priority in all work conducted including maintenance program development. Ensure that work that has safety implications is given top priority based on criticality and that a priority system is in place to address such activities.
- Prepare higher level discussion documents and presentations as required to inform on system status, needs, and actions required for use with executives, board members, and stakeholders.
- Lead development of projected operational budgets and staffing plans, customer service perspectives, startup strategies, cost of ownership, and policy analysis for assets.
- Provide direction to facilities and systems maintenance staff as to the business model and procurement methods to be used to execute the maintenance plans in the organization. Work with other support functions to ensure that procurement methods meet agency goals for procurement integrity, efficiency, and effectiveness.
- Work in conjunction with other maintenance, capital, and modal groups within the Operations Department to inform decisions and ensure consistency in approach to maintenance needs.
- Develop, track, and utilize key performance indicators to monitor and communicate the level of performance of the facilities and systems maintenance functions with respect to department and agency goals.
- Meet with project delivery teams and key Operations Department staff to support Operations Department review of future system expansion projects with respect to facilities maintenance, parking, and system access issues.
- Provide presentations on Departmental policies, projects, and planning activities to inter-departmental stakeholders.
- Serve as member of Operations Senior Management; provide strategic advice and problem-solving support to Executive Director of Operations and other Operations divisions, and, as necessary to the agency CEO; brief and coordinate with other Operations Directors on a regular basis on issues and status of maintenance programs; provides feedback and share perspective on Department activities



- Provide support to the Department on matters as directed; serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
- Perform other duties as assigned.

Minimum Qualifications

Education and Experience: Bachelor's Degree in transportation, public administration, facilities management, engineering, or a closely related field; plus eight years of experience managing operations and maintenance for large, complex programs or organizations (that includes three years of staff supervisory, budgetary, and management responsibility), preferably in a transit or transportation related environment with multiple facility and office locations. An equivalent combination of education and experience may be considered.

Required Licenses or Certifications: None

Required Knowledge

- Organization, operations, and maintenance practices of rail transit agencies
- Rail operating rules and Standard Operating Procedures
- Transit infrastructure maintenance
- Bus, commuter rail, light rail, and facility operations and maintenance characteristics, services, and activities
- Principles of rail transit fire life safety systems. Principles and techniques of facilities management
- Contract and procurement strategies and management principles. Transition of new assets, commissioning, and startup activities
- FTA and state safety oversight requirements for maintenance, maintenance monitoring, and reporting activities for rail transit
- Transit maintenance best practices and asset lifecycle cost management. Policy and procedure development
- Preparation and analysis of complex data and comprehensive reports
- Pertinent federal, state, and local laws, codes, and regulations as they apply to transit operations and maintenance



Required Skills

- Exercising independent judgment. Analytical, strategic, and critical thinking.
- Working cooperatively with all levels of an organization
- Establishing and maintaining effective working relationships with other department staff, management, vendors, and outside agencies
- Negotiation and conflict resolution
- Effectively representing diverse interests
- Managing complex projects and making decisions in fast-paced, difficult environments. Techniques to work effectively under pressure, meet deadlines, and adjust to changing priorities. Strong technical writing skills.
- Strong writing and organization skills to develop discussion and information documents and support presentations on complex issues for executives, Board members, and internal and external stakeholders. Communicating tactfully, clearly, concisely, and appropriately to diverse stakeholders.

- Public speaking, including preparing and delivering presentations. Applying advanced project management techniques and principles.
- Utilizing technology tools effectively in analyzing, summarizing, and preparing spreadsheets and reports. Contract procurement strategies and management principles.
- Collaboration with internal and external partners and stakeholders. Working as part of a cohesive and strong management team.

Physical Demands and Work Environment

- Work is performed in a standard office environment subject to standing, walking, bending, reaching, stooping, and lifting of objects up to 50 pounds. May occasionally be exposed to dangerous machinery, extreme weather conditions, physical harm, hazardous chemicals, and extreme noise when conducting site visits and working in the field.

The Agency promotes a safe and healthy work environment and provides appropriate safety and equipment training for all personnel as required. It is the responsibility of all employees to follow the Agency safety rules, regulations, and procedures pertaining to their assigned duties and responsibilities, which could include systems, operations, and/or other employees.

Sound Transit

Sound Transit (officially The Central Puget Sound Regional Transit Authority) is a public transit agency serving the greater Seattle metropolitan area. It operates Link Light Rail in Seattle and Tacoma, Sounder commuter rail (regionally), and Sound Transit Express bus service. It also manages the ORCA fare card system.

In 2017 Sound Transit services carried a total of 47 million passengers, which translates to an average of 157,000 riders on weekdays. Sound Transit was created in 1993 by King, Pierce, and Snohomish counties.

After an unsuccessful 1995 proposal, the agency's plan for regional light rail, commuter rail, and express bus service (named "Sound Move") was approved in November 1996. Sound Transit began operating its express bus service, taking over existing routes from local transit agencies, in September 1999.



The first commuter rail line, between Tacoma and Seattle, started in December of that year. The first light rail line, Tacoma Link, began service in 2003. Light rail service in Seattle began in 2009. It is the largest part of the Sound Transit system in terms of ridership. Union Station in Seattle has served as the agency's headquarters since its 1999 renovation.

Sound Transit is independent of local transit agencies. It is governed by an 18-member Board of Directors made up of the Secretary of Transportation and elected officials from member jurisdictions. It is funded by local sales taxes, property taxes, and motor vehicle excise taxes levied within its taxing district in portions of King, Pierce, and Snohomish counties.

The agency has passed three major ballot measures to fund system expansion: Sound Move (in 1996), Sound Transit 2 (in 2008) and Sound Transit 3 (in 2016). Planning and construction of new light rail lines is anticipated to continue until 2041 under the Sound Transit 3 plan.

Sound Transit operates three transit services across the Seattle metropolitan area: Link light rail in Seattle and Tacoma; Sounder commuter rail from Everett to Lakewood via Seattle; and Sound Transit Express bus system. In 2017 these three systems carried more than 47 million passengers, an average of 156,000 riders on weekdays.

Funding

Per its 2017 budget Sound Transit expects annual revenue of \$1.6 billion. Taxes levied within portions of King, Pierce, and Snohomish counties represent 93.3% of that revenue, predominately in the form of local sales taxes, property taxes, and motor vehicle excise taxes. Passenger fares, investments, and advertising income make up the remaining 6.7% of revenue.



Sound Transit has passed three major ballot measures to fund system expansion, including Sound Move (1996), Sound Transit 2 (2008) and Sound Transit 3 (2016). Planning and construction of new light rail lines is anticipated to continue until 2041 under the Sound Transit 3 plan. Capital improvement projects will cost \$1.3 billion in 2017.

Link Light Rail

The Link Light Rail System currently consists of two disconnected lines: the Central Link (between Seattle, Tukwila, and SeaTac) and the Tacoma Link (between Tacoma Dome Station and downtown Tacoma). The system serves 22 stations and has a total of 21.95 miles of track. Link light rail trains carried 23 million passengers in 2017, an average of 71,058 per weekday, making it the 10th-busiest light rail system in the United States. Central Link trains are operated and maintained under contract with King County Metro. Tacoma Link trains are operated and maintained by Sound Transit staff (the only service in the system to not have operations and maintenance performed un-der contract).

Sounder Commuter Rail

Sounder is the name for commuter rail services operated by Sound Transit. Sound Transit operates Sounder as two separate services:

- North Line trains operate between Everett and Seattle. There are currently 4 peak-direction round trips on the North Line.
- South Line trains operate between Seattle, Tacoma, and Lakewood. There are currently 7 peak-direction, 1 mid-day, and 2 reverse commute round-trips daily on the South Line. Sound Transit plans to eventually run up to 18 daily round-trips on the South Line once all proposed track improvements are made.

Trains are operated under contract by BNSF Railway and maintained under contract by Amtrak.

Sound Transit Express

Sound Transit Express is a network of regional express buses serving Seattle, Redmond, Lynnwood, Issaquah, Lakewood, Bellevue, Auburn, Gig Harbor, Mountlake Terrace, Federal Way, Everett, Woodinville, and Tacoma. The bus fleet is owned by Sound Transit and buses are operated and maintained under contracts with Community Transit, King County Metro, and Pierce Transit.



Extensions

University Link is a 3.5-mile extension of the Central Link light rail line which opened in March 2016. Construction on the line began in March 2009, and was completed in early 2016. The line is underground for its entire route and connects downtown Seattle to the University of Washington via Capitol Hill. The cost of the extension was about \$1.9 billion with half of the funding coming from a grant from the Federal Transit Administration.

The South 200th Link Extension is a 1.6-mile extension of the Link Light Rail system. Construction on the line began in May 2013 and opened to the public in September 2016. The line is aerial for its entire route and connects Seattle-Tacoma International Airport to the new Angle Lake station and park-and-ride garage at South 200th Street in SeaTac. The cost of the extension is about \$383 million with funding from a grant from the Federal Transit Administration, WSDOT, and Puget Sound Regional Council.



Under Construction

A new line known as East Link will connect Seattle to Bellevue and Redmond using the Interstate 90 floating bridge. It would terminate at the Microsoft Redmond campus in Redmond's Overlake area. Construction began in 2016 and is expected to finish in 2023.

Northgate Link Extension, an expansion of the Link Light Rail system from the University of Washington to Northgate, was approved by voters in November 2008. The light rail line will link the University of Washington station to the University District and Roosevelt, finally terminating at the Northgate Transit Center. Construction began in 2012 and is expected to be completed by 2021.

Funded Projects

The Lynnwood Link Extension is expected to further extend the Central Link line from the future Northgate stop to Lynnwood via stations at NE 145th Street, NE 185th Street, and Mountlake Terrace. The extension is expected to be elevated along the entire route.

Despite concerns that President Trump's proposed budget could cut federal funding for the project, in Fiscal Year 2017 Sound Transit received \$100 million of the requested \$1.2 billion in federal funding. This funding was followed up in Fiscal Year 2018 with another \$100 million. Shortly following this second allocation, the full \$1.2 billion grant, as well as \$650 million in low-interest loans were approved by Congress, fully securing the requested federal funding.



The Federal Way Link Extension is expected to extend Link Light Rail from the S. 200th Street stop to Redondo/Star Lake, in a plan approved by the region's voters in November 2008. The project would add 4.8-miles of track with stations at Highline Community

College and Redondo/Star Lake. As the cost estimates have not yet been considered, the line is expected to be a primarily aerial line along SR 99. Final alignment and station designs are to be determined through the project level design and environmental review.

The Tacoma Link Expansion Project is currently under study to extend the current Tacoma Link light rail from the Theater District Station to St. Joseph Hospital, via Wright Park and Tacoma General Hospital along Stadium Way, Division Street, and Martin Luther King Jr Way.

Sound Transit 3

Sound Transit 3 is an approved 2016 ballot measure that will expand Sound Transit services with \$54 billion in funding (combining local taxes and federal grants) over a 25-year period beginning after the completion of Sound Transit 2. The measure will add 62 miles of light rail, with the completed 116-mile system carrying an estimated 500,000 riders per day. The plan also funds Sound Transit Express bus routes, adds two Bus Rapid Transit lines, and expands Sounder commuter rail with longer trains, potentially better frequency, and two additional stations in Tillicum near Joint Base Lewis-McChord and DuPont.

Seattle, Washington

Named by Kiplinger's as one of the "10 Best Cities for the Next Decade," Seattle and the Puget Sound region is a great place to live. It is home to a diverse population and some of the most recognizable companies in the world. Whether you're looking for economic opportunity, cultural events, or educational excellence, you'll find it in Seattle.

The 2010 Policom Corporation Annual Economic Strength Rankings named the Seattle metro area the strongest local economy in America. Add that to the spectacular natural surroundings, world-class education systems, thriving urban centers, vibrant neighborhoods, and a lively arts and culture scene and you have a great place to live and do business.

The Puget Sound Regional Council (PSRC) estimates that the regional population topped 3.5 million in 2007. Growth is predicted to continue and by 2040, PSRC anticipates a regional population of around 5 million. Newcomers bring greater diversity to the area. In King County, for example, Census Bureau estimates released in August 2007 show that the Hispanic population increased nearly 38 percent while the Asian population went up more than 25 percent.

Seattle residents are highly educated. The city consistently ranks at the top in national polls for college degrees per capita. PSRC calculates that more than 35 percent of the region's population has at least a bachelor's degree, and one-third of those also have graduate or professional degree.

