



Executive Director – Design, Engineering and Construction Management

The Position

The Executive Director of Design, Engineering, & Construction Management position (ED-DECM) is a key role within executive leadership team of Sound Transit (ST) and will have a significant impact creating and delivering the final transportation product to Sound Transit's riders.

Salary: Competitive

The Ideal Candidate

The ideal candidate will have experience delivering capital projects of significant size, balancing priorities, and risk assessment. The candidate should be a strong leader of people that values service and thinks constantly about the end user – the Sound Transit rider. As a leader in the Agency the candidate should have experience leading through change and understand the potential need to interface with the public, the press and elected officials. The ED-DECM will be able to work collaboratively with the other members of the senior executive team, reporting routinely to the CEO and Deputy CEO, the Board of Directors, executive team peers, and other key stakeholders. The ED-DECM will also be called upon to brief the Board of Directors and other key stakeholders. At all times the candidate must embody each of Sound Transit's six core values: Collaboration, Customer Focus, Inclusion and Respect, Safety, Integrity, and Quality; both internally with staff and externally with the public.

Essential Functions

- Working with the leadership of the CEO and Deputy CEO the ED-DECM plan, direct, manage, and oversee the operations and functions of the Design, Engineering and Construction Management Department. This includes all assigned divisions, programs and functional areas. The ED-DECM manages and directs three primary functions for Sound Transit:
 1. Capital Project Management,
 2. Business and Construction Services, and
 3. Design and Engineering
- Manage, direct, and provide leadership of the above programmatic functions and integrates their work across Agency departments to achieve joint ownership of goals, objectives and strategic initiatives.
- Coordinates assigned activities and collaborates with other departments and outside agencies. And, the ED-DECM provides executive level support to the Deputy and Chief Executive Officers as directed.
- Serves as a member of Sound Transit's executive leadership team and will help the CEO drive change to achieve the Agency's mission: "connecting more people to more places."

Management Responsibilities

- Model and enforce ST values. Drive behaviors and norms for the department.



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- Manage and lead the day-to-day operation of the department. This includes responsibility for: budget development and performance, personnel management, overall strategic direction, work plan execution, and compliance with Agency policies and business practices.
- Develop, administer, maintain, and oversee the annual budgets of assigned divisions through subordinate division directors, make recommendations and forecasts for future funds needed for staffing, equipment, materials, and other related resources; review and approve department expenditures and implement adjustments.

Capital Project Division Responsibilities

- Manage, direct and oversee all efforts of the Capital Project Division by ensuring capital projects' performance including scope, budget, schedule, risk, safety, security, and quality for all phases of the projects that include final design, construction, start-up/testing and rail activation; lead the organization to deliver projects; take lead responsibility to ensure that projects are designed and constructed in accordance with Sound Transit's values, policies, and procedures; lead responsibility to ensure that projects are delivered to ST Operations as a safe, secure and reliable high-capacity transit system.

Business and Construction Service Division Responsibilities

- Manage, direct and oversee all efforts of the Business and Construction Services Division by providing leadership and management oversight of complex, highly technical, and politically sensitive department/agency activities in the areas of Permitting, Real Estate, and Construction Management Services in support of the Agency's capital program.

Design and Engineering Division Responsibilities

- Manage, direct and oversee all efforts of the Design and Engineering Division by providing leadership and management oversight of policy, standards and strategy to deliver design/engineering program elements of Agency's overall capital program. Ensure senior divisional staff maintains and develops updates to Agency design engineering standards such as the Design Criteria Manual and Engineering Procedures Manual to ensure compliance with Codes, federal requirements and best engineering practices.

Staff Leadership Responsibilities

- Plan, direct, coordinate, and review the work of assigned staff; assign work activities and coordinate schedules, projects, and programs; provide constructive feedback; review and evaluate work and makes effective suggestions and recommendations. Coach, develop and motivate staff and build next generation of transit leaders.
- Recruit and develop a pipeline of knowledgeable professionals to ensure that all critical and technical needs are met. Work inside Sound Transit to provide and allow for training so that junior and mid-level staff can advance within the Agency.



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Experience, Skills and Abilities Required:

Bachelors Degree in capital program management, project management, engineering, design, construction management, or closely related field and ten years of experience in managing operations, programs, and services in finance, and risk management, that includes project management of large, complex capital projects and includes four years of staff supervisory, budgetary, and management responsibility; OR an equivalent combination of education and experience. Demonstrated ability to participate in and advance goals and strategies of a collaborative executive leadership team. Excellent communication skills, both writing and public speaking, as the ED-DECM will regularly address the ST Board and participate in other public meetings.

Preferred Education and Experience:

Master's Degree in capital program management, project management, engineering, design, construction management, or closely related field and ten years of experience in managing design, engineering, construction management, capital program management in a transit related environment that includes six years of staff supervisory, budgetary, and management responsibility.

Required Licenses or Certifications:

None.

Preferred Licenses or Certifications:

A valid certificate of registration as a Professional Engineer issued by the State of Washington.

Required Knowledge of:

- Initiating and leading change in a time of growth, operational scaling and rapidly changing context.
- Methods and techniques used in the performance of duties and responsibilities related to design, engineering, construction and project management of transit related capital programs.
- Pertinent federal, state, and local laws, codes, and regulations.
- Advanced principles and practices related to: policy development and administration, transit operations and practices related to intermodal transit projects, and project control.
- Advanced principles and practices in cost estimating, budget preparation, and schedule performance for multi-billion-dollar transit projects.
- Knowledge of standards and codes that govern construction in Washington State, public works contracting law, construction safety manuals, and contract plans and specifications and general industry practices.

Required Skill in:

- Conceptualizing, influencing, developing, and administering goals, objectives, guidelines, and procedures for the Design, Engineering and Construction Management Department.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve, and explain them to staff and other constituencies.
- Performing high-level exceptional negotiations local jurisdictions and agencies, utilities, contractors, and community groups.
- Identifying and planning for workforce needs.



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- Mentoring and coaching staff for advancement.
- Exceptional ability to effectively partner, collaborate and work cooperative with other internal departments and with contractors, designers, local jurisdictions, public/private stakeholders, and community groups.
- Applied skills/experience for civil facilities (both heavy civil and building trades) and systems (signals, communications, traction electrification, light rail vehicles).

Physical Demands / Work Environment:

- Work is performed in a standard office environment.
- Subject to standing, walking, bending, reaching, stooping, and lifting of objects up to 25 pounds; may occasionally be exposed to dangerous machinery, extreme weather conditions, physical harm, and extreme noise when conducting site visits and working in the field.

HOW to APPLY:

If you are interested in applying for this position please submit a resume and cover letter to:

Tom Young at Reffett Associates

Tom.young@reffettassociates.com

Sound Transit is an equal employment opportunity employer. No person is unlawfully excluded from employment action based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status or other protected class.