



## **Community Transit**

### **Director of Capital Development and Delivery**

---

#### **The Opportunity**

Do you value making an impact in the community in a tangible way? If so, and you are an experienced leader in construction and delivery of capital projects, Community Transit has an exciting opportunity for you as the Director of Capital Development and Delivery.

#### **About Community Transit**

Headquartered in the city of Everett in Snohomish County Community Transit is a dynamic and growing public transit agency. Community Transit is focused on providing robust, high quality transit options to serve the community's needs. For more than 40 years and across more than 20 communities in Snohomish County they have provided fixed-route bus service, DART paratransit service, Swift bus rapid transit (BRT) lines, Vanpool program, and various other innovative transit services.

#### **About The Role**

As the Director of Capital Development and Delivery, you will oversee the agency-wide Capital Development Program. You will split your time equally between leading the capital development programs and delivery teams. You are an established expert in the delivery of construction projects, and you remain current on best practices in the industry. Through collaboration with reporting managers and consulting with the agency's senior management you will lead plans to address capital development needs and provide advice on implementation strategies to the Director of Planning and Development, the Executive Team, and the Board of Directors.

#### **The Big Picture**

With your broad transit industry knowledge, you will determine optimal capital projects and implementation strategies for the county's transit needs. You will recommend innovative concepts, develop regional partnerships, identify financing opportunities, and respond to constantly changing conditions.

You will be an advisor to the Chief Planning and Development Officer, CEO, and the Board on capital development strategies with a focus of delivering projects on time and on budget. You will oversee a \$100M+ capital development program budget. And you will help the agency set and maintain standards for professional and consistent completion of capital development projects.

As an expert on the delivery of capital projects you will guide Reporting Managers through major capital development projects. This requires continuously tracking industry trends for innovative design solutions, regional partnership possibilities, financing opportunities, and changing conditions.

Other responsibilities include representing the Capital Development and Delivery Division internally and externally to a range of stakeholders, partners, and policy makers, supervising, training, and mentoring staff with a goal of furthering their career development.

**At a Minimum You Possesses:**

A bachelor's degree in Engineering, Public Administration, Construction Management, Planning, or related fields.

- 7 years of progressively responsible experience in transportation and facilities construction-related infrastructure.
- 3 years of experience in the following areas:
  - Supervising others.
  - Developing and implementing strategic initiatives.
  - Project management of complex capital projects.
  - Contract administration.
  - Organizing, presenting, facilitating, and negotiating with diverse stakeholders and user groups.

***Note: An equivalent combination of education and experience to successfully perform the job duties is also accepted.***

**What You'll Bring:**

You should have a demonstrated background in successfully leading others, setting priorities, conflict resolution and strong decision making. It is important that you are up to date on general principles of transportation and transit operations and design and that you have experience navigating federal, state, and local legislation and regulations that impact transit operations.

As a leader you are inclusive and create a workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the agency. You set an example for your team and build trust with team members through your display of courtesy, respect, and knowledge of the job. Your project management is exceptional and your attention to detail is rigorous. As a communicator you are strong at both technical and persuasive writing and oral presentation. Finally, you are proficient in using personal computers and software applications for program management.

**Extra Consideration Will be Given To:**

Candidates that have a master's degree in Engineering, Public Administration, Construction Management, Planning, or relevant fields and/or certification in Project Management and/or Construction Management.

**Where You'll Work:**

100% of your work will be performed in the office or traveling to job related construction sites, events, and activities throughout the area. You will be expected to operate standard office equipment and keyboards. You will be required to move throughout and between different office buildings and may need to complete tasks in noisy environments.

**Salary**

The pay range for this position is \$129,961-\$194,941 depending on experience.

**Employee Benefits**

- Employees (and their families) are covered by medical, dental, vision, basic life and disability insurance.
- Employees participate in the Public Employees Retirement System (PERS) and have the option to enroll in the agency's deferred compensation plan.
- In addition to WA Paid Sick Leave, employees in this position accrue 24 days of Paid Time off (192 hours) in their first year and ten (10) paid holidays throughout the calendar year.

**How To Apply:**

Interested applicants should send a resume and cover letter to Tom Young at [Tom.young@reffettassociates.com](mailto:Tom.young@reffettassociates.com).