

**JOB TITLE:** Director of Capital Development  
**DEPARTMENT:** Planning & Development  
**REPORT TO:** Deputy Chief Executive Officer  
**LOCATION:** Lewisville, Texas  
**SALARY GRADE:** 107  
**SALARY RANGE:** DOQ (\$94,901.00 - \$118,627.00 annually)

**LAST REVISION DATE:** 03/2022  
**EEO:** Professional  
**FLSA:** Exempt, Full-Time

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**PURPOSE OF JOB**

The Director of Capital Development is responsible to lead development of DCTA's capital plan and the projects contained within that support the Board of Directors' vision and policy decisions for the Agency. The Director must understand ridership metrics and trends and opportunities for growth and development of ridership in existing and future member cities to direct planning and engineering efforts for new infrastructure projects that support the Agency's desired outcomes. The Director must also understand the nature and state of good repair of the Agency's vertical and real estate assets and create and execute plans and programs to manage those resources effectively. In addition, the Director is expected to maintain strong working relationships with public stakeholders at the local, state and federal level, ensuring the Agency's planning and engineering efforts align with others' common objectives where practical.

The Director will develop and lead a team of staff and consultants to create and progress the projects that comprise the DCTA Capital Plan for all modes of transportation through the entire project development cycle: Planning and Programming, Scoping, Design, Permitting, and Construction, ensuring that all projects are accurately reflected in the Agency's annual and long-range capital plans. Creates funding plans for new infrastructure projects and recurring work programs for existing facilities. The Director will identify sources of program allotments and federal discretionary grants, leading development of Benefit Cost Analyses (BCA) and grant applications as needed. The Director leads processes to review and approve third-party projects that have potential to impact DCTA facilities or operations as well as ensure adequate maintenance of property records and lifecycle maintenance of the agency's facility portfolio in accordance with applicable standards and regulations. The incumbent in this class performs under the general direction of the Deputy CEO.

**ESSENTIAL FUNCTIONS**

1. Lead development and pursuit of capital planning and development initiatives to expand and enhance DCTA's operations network and continuously improve service provided to stakeholders. Create vision, formulate project concepts, articulate value, create paths to funding support, and execute capital projects to achieve those initiatives.
2. Build and maintain effective relationships with regional, state, and federal transportation partners include NCTCOG, Denton County, Dallas Area Rapid Transit (DART), Trinity Metro TXDOT, FRA, and FTA to ensure compatible, complementary capital development efforts that positively impact transit outcomes.
3. Lead development of DCTA's capital project budget and long-term outlook to ensure Agency priorities are accurately reflected in appropriate budget documents.
  - o Ensure accuracy of project budget amounts at various stages of project development
  - o Ensure project investments reflected in long range plan consistent with anticipated need date
  - o Identifies funding sources for proposed projects

- Leads pursuit of discretionary grant funding opportunities for the Agency including identifying eligibility, leading development of BCA's, leading development of grant applications, etc.
- 4. Lead development and execution of heavy maintenance and recurring work programs on vertical and real estate assets and create and execute plans and programs to manage those assets in a cost-effective manner that ensures 100% availability and compliance with all federal, state, and local requirements.
- 5. Lead or contribute to the development and maintenance of various plans required by regulatory agencies including, but not limited to, the Long-Range Service Plan, Transit Asset Management (TAM) Plan, and Title VI policy in order to comply with regulations and ensure the Agency's efforts to improve mobility and connectivity in the North Texas region including rail expansion and commuter bus with partner transit agencies, the regional MPO, member cities, non-member cities, and large employers.
- 6. Ensure DCTA's compliance with all federal, state, and local standards related to records management, maintenance of required plans, and development, construction, execution of capital projects, and inspection and maintenance of facilities. Create systems and processes to ensure effectiveness and sufficiency of such plans.
- 7. Lead execution of capital projects through scoping, design and construction phases, ensuring quality outcomes for all stakeholders.
- 8. Identifies opportunities and develops supporting systems and processes, leveraging technology where feasible, to streamline and continuously improve workflows and work products of the Capital Planning and Development Team.
- 9. Ensures thorough coordination with external stakeholders and partners in capital planning and project development processes.
- 10. Leads development and execution of the Agency's Quality Assurance plan for planning and design services executed in support of the capital program and construction of new facilities.
- 11. Protects and enhances DCTA assets and operations with comprehensive development and maintenance standards and review processes, ensuring their compatibility with those of member cities.
- 12. Perform related duties as assigned.

## **REQUIREMENTS TO PERFORM WORK**

### ***Knowledge of:***

- Federal Transit Administration (FTA), Federal Railroad Administration (FRA), Federal Highway Administration (FHWA), and Environmental Protection Agency (EPA) compliance regulations.
- Project specific TxDOT/TCEQ/Corps of Engineers regulations.
- Local building codes.
- General principles and practices of engineering and architecture.
- General principles and practices of project management;
- Principles and practices of contract administration.
- Knowledge of project accounting, financial systems and generally accepted accounting principles.

- General understanding of federal funding requirements related to programmatic and discretionary grant funds.
- Principles and practices used in the preparations of designs, plans, specifications and cost estimates
- Principles and practices of construction practices and techniques, specifically public works construction
- Methods and techniques of field surveying, supervision and inspection
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs;
- Project development, scheduling, monitoring and control systems;
- Research methods
- Report writing and presentation

***Ability to:***

- Communicate ideas effectively and persuasively in writing and in oral presentations using graphics and statistics;
- Provide high-level leadership by building and maintaining effective working relationships with those contacted in course of work including DCTA and other government officials, municipal agencies, community groups, the general public, vendors and media representatives;
- Provide technical coordination and management of development and/or implementation of projects;
- Interpret and apply Federal, State and local policies, procedures, laws and regulations including those of the Authority;
- Collect and analyze data and make recommendations
- Develop, use and interpret graphical information, such as construction plans, schematic drawings, blueprints, wiring diagrams, flow charts, layouts, other visual aids, and electronic project management applications;
- Perform a broad range of supervisory responsibilities over engineering contract support services and others.
- Review and approve Design Consultant and Contractor project evaluations;
- Observe or monitor construction methods and materials to determine compliance with prescribed operating or safety standards.
- Perform mathematical calculations using knowledge of algebra, geometry, trigonometry, fractions, percentages, ratios and proportions.
- Prepare and monitor program budgets and expenditures;
- Review the work products of others for conformance with standards;
- Develop and maintain recordkeeping systems and procedures;
- Skill in the use of computers in a Windows-based environment; and,
- Work in a variety of weather conditions with exposure to the outdoor elements.
- Work irregular shifts, weekends, and holidays, as needed.
- Possess an influential and welcoming communication style
- Ability to get along with others, individually and in a large group. Has the desire to care for the

organization's well-being and for the co-workers he/she interacts with. Interested in partaking in group development and team building activities

- Be open to collaborate and work in a team-oriented and helping environment
- Possess a positive attitude, and ability to practice good judgement, while open to receiving/providing feedback
- Foster a culture that values critical thinking and problem solving; and encourages constructive feedback, engagement, inclusion, and diversity at all levels

***The ideal candidate will:***

- Possess a positive attitude, and practices good judgement, while open to receiving/providing feedback
- Hold the ability to get along with others, individually and in a large group. Has the desire to care for the organization's well-being and for the co-workers he/she interacts with. Interested in partaking in group development and team building activities
- Be open to collaborate and work in a team-oriented and helping environment
- Possess an influential and welcoming communication style
- Foster a culture that values critical thinking and problem solving; and encourages constructive feedback, engagement, inclusion, and diversity at all levels

**PHYSICAL ACTIVITIES**

Physical activity includes, but is not limited to: on a continuous basis, sit at a desk for long periods of time; use a computer and monitor for long periods of time; intermittently twist and reach office equipment; write or use keyboard to communicate through written means; be on construction sites at various development stages; be exposed to weather elements and typical construction site hazards; lift moderate weight; reaching above the waist, reaching below the waist, and reaching waist to shoulder to reach inventory on shelves; repetitive motion and fingering when using computer keyboard; occasionally driving short and long distances for meeting attendance; data collection, observation of transit projects and operations during field work; and, talking and hearing when dealing with customers, vendors, etc.

**REQUIREMENTS TO PERFORM WORK** (Any equivalent combination of education and experience)

***Education:***

Bachelor's Degree from an accredited college or university with major course work in construction management, architecture, engineering, or a related field. Master's Degree preferred.

***Experience:***

Five (5) to seven (7) years of increasingly responsible experience in project management, field inspection, engineering work and/or public works planning, including experience with capital construction projects for a public entity. Minimum one (1) year of supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties.

Must have an established track-record of building and maintaining effective working relationships with project partners throughout a project's duration. Transportation and/or municipal experience is highly desirable.

Achievement of or candidate for Professional Engineer Licensure, American Institute of Architects Designation, or Certification as a Project Management Professional (PMP) is preferred.

***Special Requirements:*** Hold a current Texas Driver's License (Class - C) or have the ability to obtain one upon entry into the position.

### **Additional perks and benefits that accompany full-time employment with DCTA:**

- Telecommuting options available, if suitable for your position.
- Flexible office hours are permitted, given a regular 8-hour workday that brackets the agency's core hours from 9:00am – 4:00pm (i.e. 7:30 am to 4:30pm, or 9:00am to 6:00pm). These flex hours are coordinated with your supervisor.
- One 8-hour paid day off for your birthday.
- Employee portions of Medical and Dental benefits are 100% paid by the employer.
- If you have utilized a Proportionate Retirement Program in the past, the service time transfers to DCTA's retirement system, TCDRS. The following systems apply:
  - Texas Municipal Retirement System (TMRS)
  - Employees Retirement System (ERS)
  - Judicial Retirement System of Texas (JRS)
  - Teacher Retirement System of Texas (TRS)
  - City of Austin Employees Retirement System (COAERS)
- Expanding time-off accruals: 12 days of vacation time accrued for the first year, increasing by one day each year, with a max of 17 days annually. Additionally, employees earn 12 days of sick time each year, 1 personal day, 2 floating holidays, 1 birthday, 8 fixed holidays, and the ability to earn two additional days off through the Wellness Program.
- Regional transit passes (bus and rail) for you and your immediate family.
- DCTA strives to continually improve our Servant Leadership culture. We pride ourselves in having an open, caring, and communicative community of employees, with the drive to help build each other up.
- Flexible dress code: business casual, allowing jeans every day (unless otherwise specified for external/special meetings, events, etc.).
- Extensive Wellness Program, including several opportunities to volunteer with the agency, sporadic lunch and learn events, chair massages, the potential to earn two extra days off each year, and continual efforts to improve wellness throughout the agency.