



JOB TITLE:	DEPUTY GENERAL MANAGER – BRIDGE	DIVISION:	BRIDGE
REPORTS TO:	GENERAL MANAGER	EEO CATEGORY:	01 – EXEC
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

The Deputy General Manager, Bridge Division plans, organizes, and directs all activities of the Bridge Division, and provides vision, leadership and executive level management to promote efficiency and innovation in all aspects of bridge operation and maintenance and performs all duties and responsibilities subject to executive approval by the General Manager and within the limits of Board policy. The Deputy General Manager, Bridge Division exercises the maximum degree of independence, initiative and judgment in developing, coordinating, and executing policies, programs, methods, and procedures related to carrying out these responsibilities. Responsibilities include planning and execution of structural maintenance, facility and equipment maintenance, security, toll collection, traffic operations and emergency response activities.

This position manages a diverse workforce of 200+ employees in a complex 24/7 operating environment; develops and administers combined operating and capital budgets in excess of \$76 million annually; recruits, hires, develops and provides ongoing support to a top performing senior management team; negotiates and administers complex labor agreements with 14 unions and/or bargaining units; serves as a member of the agency's Executive Team; represents the agency in the media and in high profile public forums; and liaisons with elected officials and governmental agencies and bodies. This individual must have the ability to negotiate effectively, resolve conflict, and inspire others to achieve the vision of the Golden Gate Bridge, Highway and Transportation District. The Deputy General Manager, Bridge Division collaborates extensively with the General Manager, District Board of Directors, Officers, Deputy General Managers for the Bus Transit Division, Ferry Division, the Administration and Development Division and with various department managers to formulate and implement strategic objectives to successfully execute the District's mission. In the absence of the General Manager, the Deputy General Manager, Bridge Division may be appointed to act on his/her behalf.

Essential Responsibilities

- Plans, organizes and directs the administration, operations and maintenance activities of the Bridge Division.
- Plays a leading role in the Golden Gate Bridge Security Coalition and coordinates bridge security issues with law enforcement, fire, EMS and homeland security agencies.
- Develops and presents written and oral reports and analysis on a wide variety of highly complex. issues having current and future District-wide impact.

- Acts as liaison between the Board of Directors, its committees and the Bridge Division on bridge policy, programs and related matters, and prepares detailed reports and recommendations for agenda items for presentation at Board and Committee Meetings.
- Prepares Bridge Division's operating budget for presentation to the General Manager and Board of Directors, and recommends appropriate staffing levels and purchase of necessary equipment, materials and supplies.
- Participates directly in labor negotiations, labor relations, and labor contract administration.
- Conducts final step grievance, appeal hearings and renders final decisions to labor cases and/or disputes.
- Administers Bridge Division maintenance and procurement contracts and enforces appropriate performance and warranty provisions.
- Participates as a member of the District's Executive Management Team (E-Team).
- Mentors and provides staff development opportunities to assigned departments.
- Develops and implements methods to bring about economic utilization of personnel and equipment while providing maximum service, and oversees the development of reports as required to monitor costs and efficiently run bridge operations.
- Plans and implements maintenance programs and projects, and prepares and/or coordinates preparation of cost estimates.
- Coordinates with the District Engineer concerning bridge-related repair, construction and maintenance.
- Assists the District's attorney when requested regarding litigation and claims resulting from traffic and other accidents on the bridge and its approaches, and on other legal issues.
- Reviews, approves and issues permits for routine and controversial or non-routine special events and expressive activities on the bridge and surrounding properties.
- Continual high-level personal contact with press and media, law enforcement, agency personnel, civic groups, members of boards and commissions to discuss and resolve problems, and with representatives of union organizations to negotiate agreements and settle labor disputes.
- Represents the Golden Gate Bridge, Highway and Transportation District in professional and industry associations such as AASHTO, IBTTA and others.
- May be appointed by the General Manager to act on his/her behalf.
- Ensures that appropriate safety and health policies, procedures and programs are effectively implemented, that adequate resources and priority are assigned to correcting hazardous conditions, and that applicable safety program activities are carried out.
- Regular and reliable attendance and performance required.

Required Knowledge, Skills and Abilities

Knowledge of:

- Principles, policies, and practices of management and administration, policy development and implementation, budget administration, supervision, training, employee and organizational development, leadership, team building, motivation and conflict resolution, business report writing, and modern office systems and business software.
- Federal, state, and local regulations and how they apply to areas of responsibility.



- Bridge and facility maintenance practices, principles of traffic management and roadway operation.
- Security and emergency response practices.
- Labor relations techniques and negotiations.
- District Policies and applicable Memorandum of Understanding (MOU)
- Occupational health and safety rules and working practices applicable to this position.

Skill in or Ability to:

- Demonstrate business acumen, integrity, and good judgment.
- Interact tactfully and persuasively with others in controversial situations.
- Maintain effective professional relationships at all organizational levels, with Board of Directors, District Officers, managers, and with other agencies.
- Reason logically and creatively as well as utilize a variety of analytical techniques to resolve complex and specialized managerial issues.
- Plan, prepare, review, and present clear and concise findings and reports to Boards of Directors, District Officers, managers, staff, and the public.
- Collect, synthesize, and analyze a variety of information.
- Effectively develop and evaluate staff.
- Apply collaborative work strategies and gain the cooperation of employees at all levels of the organization.
- Create and persuasively communicate vision in the support of the District's overall direction through excellent written and verbal communication and presentation skills.

Minimum Qualifications

Education and/or Experience:

- Bachelor's degree with major coursework in Engineering, Business, Public Administration or related field.
- Ten (10) years of full time position-related senior management and executive level experience which includes a wide range of craft/trade activities, labor relations, media and public relations, heavy maintenance practices, traffic operations, public administration and organizational management.

Required License:

Must possess and maintain a current, valid California driver's license and satisfactory driving record. No reckless driving and DUI infractions within the last 7 years. No more than 2 moving violations within the last 3 years. Operates District vehicles on a regular basis.

Physical Requirements: Most work is performed in an office environment but duties may also include bending, kneeling and occasional climbing on ladders and scaffolding to evaluate site conditions and work in progress. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Ability to travel to District facilities. Occasional work around fumes, odors, dust, and high-noise environments with appropriate personal protective equipment. Routine use of computer, telephone and other office equipment. Must be able to work outside in all weather conditions as required.