



MANAGEMENT POSITION OPPORTUNITY



Manager of Capital Projects

A management opportunity to lead capital projects and transit infrastructure readiness for Marin County.

Capital Projects | Transit | Infrastructure | Project Delivery

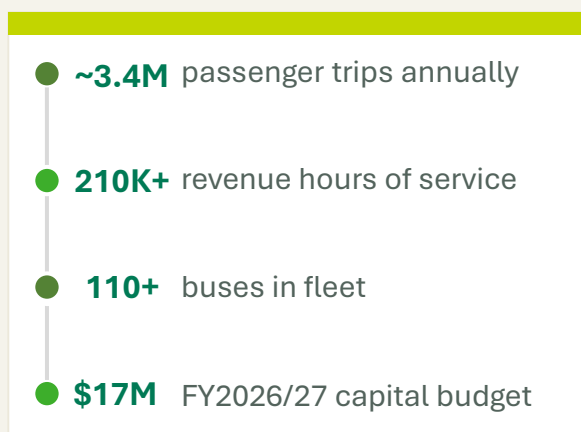


ABOUT THE DISTRICT

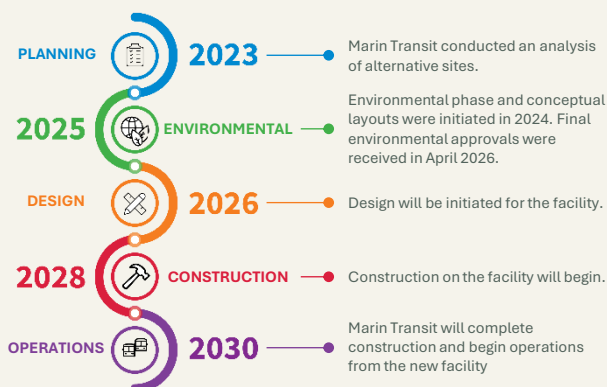
Mobility, access, and public stewardship

Formed by a vote of Marin County residents in 1964, Marin County Transit District, known as Marin Transit, is the public agency responsible for funding, planning, and managing local public transit services throughout Marin County. Marin Transit supports mobility for diverse service areas that includes urban corridors, rural communities, schools, and visitor destinations serving a diverse community of visitors and residents who depend on transit for daily access. As a lean, community-serving agency, Marin Transit staff lead planning, capital investments, financial management, and operations oversight, while working closely with contracted operators and regional, local, and community partners. For more information, visit www.marintransit.gov.

MARIN TRANSIT AT A GLANCE



ZERO-EMISSION BUS FACILITY TIMELINE



01 A diverse service portfolio

Local fixed route service, rural service, supplemental school transportation, the Muir Woods Shuttle, paratransit, and mobility programs all operate within one countywide transit agency.

02 A partnership-based operating model

Marin Transit delivers service through contracted operators and works closely with regional agencies, local jurisdictions, community organizations, funding partners, and oversight bodies.

03 A visible capital delivery agenda

The District's capital program is connecting fleet transition, accessibility, passenger experience, and operational reliability, including a zero-emission bus facility, maintenance facility redevelopment, ADA bus stop upgrades, and transit-priority corridor improvements.

About Marin County: Located just across the Golden Gate Bridge from San Francisco, Marin County is a dynamic, economically, and culturally diverse community of 260,000 informed and involved residents. Marin County is marked by beautiful beaches, groves of redwoods and oaks, rolling foothills, and scenic valleys. Marin County is known for its combination of rural and suburban lifestyles and is a recreation destination for the entire Bay Area with more than 140,000 acres of federal, state and county parkland, county open space and water district lands. The mild year-round climate is highlighted by cool, coastal fog tempering the warm inland temperatures of summer.

GOVERNANCE

Marin Transit is governed by an eight-member policy board representing Marin County supervisorial districts and city interests, with public meetings and local accountability built into the District's decision-making structure.

ABOUT THE ROLE

Turning capital plans into high-quality infrastructure and improved rider experience for the Marin County community.

The Manager of Capital Projects provides day-to-day leadership for Marin Transit's capital project delivery functions, supporting the District's capital program, team work plan, portfolio schedule, and major project implementation efforts.

This position manages and coordinates capital projects from scoping, planning through design, permitting, procurement, construction or implementation, closeout, and operational handoff. Responsibilities include project scheduling, consultant and contractor management, contract administration, budget tracking, procurement support, funding and compliance documentation, project controls, issue resolution, and cross-functional coordination.

Under the direction of a Director, the Manager of Capital Projects supervises assigned staff, coordinates closely with District departments, local jurisdictions, contractors, and partner agencies, and prepares analyses, staff reports, Board agenda items, and presentations to support leadership decisions and keep capital projects moving.



Bus Charging - Gillig Electric

KEY AREAS OF RESPONSIBILITY

01 Capital Project Planning & Portfolio Management

Manage the capital team work plan and multi-year capital portfolio schedule. Establish project priorities, milestones, tracking tools, and workload plans aligned with District goals, funding requirements, and delivery capacity.

02 Project Delivery & Operational Readiness

Lead and coordinate capital projects from scoping and planning through design, permitting, procurement, construction or implementation, closeout, and operational handoff. Monitor schedules, risks, dependencies, and readiness needs to keep projects moving.

03 Contracts, Budgets & Compliance

Support complex procurements by developing technical scopes, requirements, and evaluation criteria. Administer consultant, contractor, vendor, vehicle, facility, and construction contracts; track budgets, invoices, change orders, documentation, and funding or procurement compliance.

04 Leadership and Coordination

Supervise, coach, and develop assigned staff while coordinating across Operations, Planning, Finance, Procurement, local jurisdictions, contractors, consultants, and partner agencies. Prepare staff reports, Board items, project updates, and presentations to support leadership decisions.

ABOUT THE ROLE

THE IDEAL CANDIDATE

The ideal candidate is a practical, delivery-focused manager of capital projects with experience in public-sector capital project management, public works, transit, transportation, facilities, construction, or a related infrastructure environment. They will bring strong project management discipline, contract administration experience, budget and schedule awareness, compliance-minded documentation practices, and the ability to coordinate effectively across internal departments, consultants, contractors, local jurisdictions, and partner agencies.

Because Marin Transit is a lean agency, the successful candidate must be comfortable staying close to the work. This role requires someone who can manage multiple capital projects, support the capital team work plan and portfolio schedule, monitor budgets and contracts, resolve issues, escalate risks appropriately, and keep projects moving from planning and scoping through design, permitting, procurement, construction or implementation, closeout, and operational handoff.

The successful candidate will be organized, collaborative, field-aware, and able to provide day-to-day leadership to assigned staff while maintaining strong project controls and clear communication. Transit, fleet, facilities, accessibility, public right-of-way, and zero-emission readiness experience would be especially valuable, but strong candidates may also come from broader public works, construction management, facilities, transportation, or public-sector capital delivery environments.

This is an excellent opportunity for a hands-on capital projects professional who enjoys turning plans into delivered projects, coordinating across teams and partners, and keeping complex work moving with discipline, clarity, and practical judgment.

MINIMUM QUALIFICATIONS

Any combination of education and experience that provides the required knowledge and skills is qualifying. Typical qualifications include:

- Bachelor's degree in engineering, construction management, architecture, transportation planning, public administration, or a related field.
- At least five (5) years of progressively responsible experience in capital project management, public works/transit capital delivery, contract administration, or a related field.
- At least two (2) years of supervisory or lead responsibility.
- Additional qualifying experience may substitute for education on a year-for-year basis, consistent with District Policy.



Redwood and Grant Transit Improvement Project

ABOUT THE ROLE

COMPENSATION AND BENEFITS PACKAGE

Salary Range **\$141,252 – \$190,704**

Compensation within the range to be determined based on experience, qualifications, and internal equity.

A Comprehensive Benefits Package

- **01 Health & Insurances**
 - Paid premiums for employees' medical insurance and 95% of base HMO premium for families.
 - Employer paid dental and vision insurance.
 - Optional flexible spending account.
 - Employer paid life insurance and long-term disability insurance.
- **02 Retirement Benefits**
 - Employer contribution of 10%-15% of salary to 401(a) retirement account, based on years of service.
 - Participates in Social Security.
 - Deferred compensation plan.
- **03 Paid Time Off & Other Benefits**
 - 80 to 160 hours of vacation accrual per year, based on years of service.
 - 16 ½ days of other paid time off, including Holidays and management leave.
 - Employer paid Employee Assistance Program (EAP).
 - Transit benefits.

APPLICATION PROCESS

This position is open until it is filled and may close without notice. Interested candidates should **apply immediately. To be considered, please submit a resume and cover letter to:**

APPLY HERE:
www.TheHive.Consulting/Careers

Priority Resume review by August 6, 2026.

For additional information, please contact the recruiter for this role at:

Rafael Silva
(619) 505 - 9305
recruiting@thehive.consulting
<https://www.TheHive.Consulting>

Marin County Transit District is an Equal Opportunity Employer and does not discriminate on the basis of any legally protected status. The District will provide reasonable accommodation as required by law.