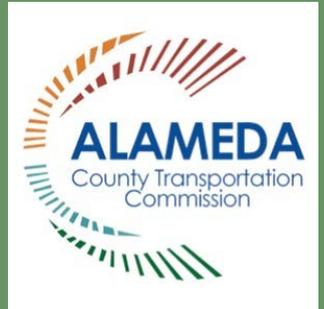


ALAMEDA COUNTY
TRANSPORTATION COMMISSION

ANNOUNCING AN EXCITING EMPLOYMENT OPPORTUNITY

SENIOR TRANSPORTATION
ENGINEER (Project Manager)



DEADLINE TO APPLY

October 9, 2017

The Opportunity

Under general direction, serves as project manager for complex professional engineering activities, projects, and other programs; manages and facilitates the development and administration of engineering projects from inception through completion of construction contract; ensures that projects and programs meet all applicable laws, regulations, and Commission policies; provides complex staff assistance to management staff in areas of expertise; and performs related work as required.



The Area

Alameda County is the geographic center of the San Francisco Bay Area, located east of the San Francisco Bay, and extends to Livermore in the East and from Albany in the North to Fremont in the South. Alameda County encompasses 813 square miles of land and has a population in excess of 1.5 million people, making it the second most populated county in the Bay Area.



The Organization

The Alameda County Transportation Commission (Alameda CTC) is a joint powers authority that plans, funds and delivers transportation programs. Its projects expand access and improve mobility in Alameda County. The Commission was created by the merger of the Alameda County Congestion Management Agency (ACCMA) and the Alameda County Transportation Improvement Authority (ACTIA) in order to allow for better coordination of transportation planning and programming within the County, as well as position Alameda County jurisdictions and transit agencies to better compete for limited state and federal transportation dollars.



The Ideal Candidate Will Have:

- ❖ A broad depth of experience with a variety of transportation project types and a thorough knowledge of the required tasks and deliverables associated with each project phase; specifically, knowledge of project delivery process (both Caltrans and Local) and its issues; knowledge of the environmental process; design standards and practices, cost estimating (both construction and support), and construction principles and practices of civil and transportation engineering.
- ❖ Knowledge of transportation funding programs at the local, regional, state, and federal level and understanding of these programs their strengths and limitations.
- ❖ Knowledge of procurement methods and the associated process and activities to procure professional services consultants and civil construction contractors including techniques involved in proposal evaluations and negotiations.
- ❖ Knowledge and familiarity with the Project Management Body Of Knowledge (PMBOK) and the process and tools for Cost Management and Risk management to proactively take corrective actions to manage a project's scope, schedule, and budget.
- ❖ Ability to communicate effectively through various methods (email, letter, phone, or in person) and to apply the appropriate method for a given situation.
- ❖ Ability to prepare presentations and speak publicly to a wide range of audiences including presenting staff recommendations to Commissioners, presenting project information to local stakeholder groups, and technical presentations to professional consultant and contractor organizations.
- ❖ Ability to organize and manage deliverables across multiple projects and adjust to meet changes in priorities.
- ❖ Ability to lead effective meetings and to build consensus on controversial or differing opinions.
- ❖ Ability to research, collect, record, analyze, interpret, evaluate, and summarize statistical information and formulate conclusions and determine plans of action as may be applicable.
- ❖ Ability to work independently as well as to work collaboratively in a team environment to deliver high quality products.
- ❖ Desire to keep up-to-date and informed of new processes, trends and innovations in the transportation and project management industry, and to contribute to refining, innovating, and improving the overall effectiveness of the Project Delivery Team.

Key Responsibilities

- ❖ Serve as project manager on complex transportation engineering projects implemented by Alameda CTC including Local Roads and Streets, Highway, Transit, and Information Technology Systems and be responsible for all aspects of managing projects.
- ❖ Oversees the development of consultant requests for proposals and qualifications for professional services; evaluates proposals and recommends project award; develops and reviews contract terms and amendments; ensures contractor compliance with Commission standards and specifications and time and budget estimates; reviews and updates deliverables; analyzes and resolves complex problems that may arise.
- ❖ Tracks project expenditures, reviews invoices for accuracy and consistency with contractual obligations, and recommends appropriate dispersals of allocated funds.
- ❖ Manage, initiate, and execute project agreements. Anticipated agreements include contracts with external vendors such as professional services consultants and contractors, agreements with local, regional, state, and federal agencies, permit related agreements (e.g. utilities, railroad, resource agencies, right of way), and funding agreements.
- ❖ Coordinate meetings with internal functions including Planning, Programming, and Finance and with external entities including but not limited to Caltrans, Metropolitan Transportation Commission, Railroad, Local and Resource agencies as may be required

to inform and/or to ensure project issues are resolved expeditiously.

- ❖ Prepares staff reports, presentations, project information and status, and program financial information to various committees, community groups, and professional organizations about the Commission's transportation engineering projects and programs.
- ❖ Manages relationships between member agencies and State and Federal officials to effectively carry out the implementation and management of transportation engineering programs and projects.
- ❖ Attends and participates in a variety of committees, professional groups, and task forces; stays abreast of new trends and innovations related to transportation engineering.

Qualifications

- ❖ Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering, transportation engineering, or a related engineering field.
- ❖ Five (5) years of progressively responsible experience in civil, traffic, and/or transportation engineering and related activities with emphasis in administering Federal, State, regional, and/or local transportation programs.
- ❖ Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- ❖ Possess and maintain a valid certificate or registration as a Professional Civil Engineer or Transportation Engineer in the State of California.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Commission and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be

required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Compensation & Benefits

The annual salary range is \$108,901 to \$141,572, depending on qualifications and experience.

The Alameda County Transportation Commission offers a generous benefits package:

- Cafeteria Plan which employees can use to choose the following:
 - Health, Dental, and Vision Insurance; and
 - Life, AD&D, and Long-term and Short-Term Disability Insurance.
- Retirement Program in the California Public Employee Retirement System (CalPERS):
 - Classic Member (current member of CalPERS) - 2.5% at age 55 (employee contributes 3%)
 - New Member (under new PEPRAs laws) - 2% at age 62 (employee contributes 6.25%, this amount is subject to change after FY 2018-19)
- Vacation Leave: Starts at 10 days per year and increases based on years of service.
- Sick Leave: Accrued at 1 day per month.
- Holidays: 11 paid holidays, plus 2 floating holidays, per fiscal year.
- Other benefits, including transit subsidy, flexible spending accounts, tuition assistance, etc.

Important Application Information

To apply for this opportunity, please visit Alameda CTC's website at http://www.alamedactc.org/app_pages/view/11174 to download an application. Please submit a cover letter, resume, and application by email to recruitment@alamedactc.org. As an alternative, you can mail the completed application materials to:

Attn: Recruitment
Alameda CTC
1111 Broadway, Suite 800
Oakland, CA 94607

The deadline to apply is October 9, 2017 by 4:00 p.m.

Alameda County Transportation Commission is an equal opportunity employer encouraging workforce diversity.

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.