



ALAMEDA COUNTY  
TRANSPORTATION COMMISSION

ANNOUNCING AN EXCITING EMPLOYMENT OPPORTUNITY

SENIOR TRANSPORTATION  
ENGINEER (HR19-05)

**This recruitment will remain open until filled; however, candidates are encouraged to apply early in the process for optimal consideration.**

## The Opportunity

Under the direction of the Deputy Executive Director of Projects, or designee, serves as project/program manager, managing and directing the development and implementation of complex engineering projects and programs from inception through delivery; ensures that projects and programs meet all applicable laws, regulations, and Commission policies; coordinates assigned projects, programs, and activities with other Commission staff, member jurisdictions, regional transportation agencies, and/or state agencies; provides complex staff assistance to management 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 extending 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 1.6 million, 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 and projects that 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:

- Ability to manage large, complex, and multi-disciplinary projects, programs, studies, and initiatives.
- Expertise to conduct complex civil and transportation engineering studies, investigations, and analyses, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
- Experience planning, organizing, and supervising the work of project staff and consultants.
- Ability to apply advanced engineering principles, practices, concepts, and standards to complex engineering problems.
- Experience preparing independent project cost estimates.
- Ability to understand and interpret engineering plans, specifications, drawings, and related documents.
- Experience researching, analyzing, and evaluating new service delivery methods, procedures, and techniques.
- Ability to interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Ability to prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials.
- Ability to organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical deadlines.
- Ability to operate modern office equipment including computer equipment and specialized software applications programs.
- Ability to effectively communicate in person, over the telephone, and in writing.
- Ability to demonstrate tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Ability to establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

## Key Responsibilities

- Manages large, complex, and multi-disciplinary projects, programs, studies, and initiatives by planning, directing, and overseeing the day-to-day work of project and programs staff and consultants, establishing performance metrics and collecting and analyzing data, recommending and implementing methods and procedures for meeting operating objectives, and being accountable for project completion and program performance.
- Develops and manages fund programming and project budgets for federal, state, and local funds within the authority of the organization; monitors cash flow and expenditure schedules; prepares project budget accruals and variance analyses; provides guidance and oversight to local agencies in the delivery of state and federally funded projects by ensuring project completion and adherence to funding requirements and serving as a liaison between local agencies and funding agencies to resolve project delivery issues.
- Oversees the development of consultant requests for proposals and/or qualifications for professional services; evaluates proposals and recommends contract award; develops and reviews contract terms and amendments; ensures contract compliance with Commission standards and specifications and time and budget estimates; reviews and updates deliverables; analyzes and resolves complex problems as they arise.
- Tracks project expenditures, reviews invoices for accuracy and consistency with contractual obligations, and recommends appropriate dispersals of allocated funds.
- Analyzes and forecasts project costs; develops, prepares and collects scope, schedule and cost data for monthly project reports; reports project cost and schedule

status to management for internal reviews; analyzes cost variances and recommends corrective actions for capital projects.

- Provides general project controls assistance to other Commission departments, external agencies and the public.
- Provides input to the Commission's Strategic Plan, annual report, countywide transportation plan, strategic analysis reports, and other special studies, including programming and project delivery.
- Analyzes engineering plan design, specifications, and consultant and staff comments in accordance with design requirements and Commission standards.
- Manages, maintains, and operates project control database; researches, analyzes, designs, and implements changes to database and other programs as needed; develops, tests, and modifies customized fiscal and project reports; ensures and verifies accuracy of information.
- Coordinates and facilitates meetings with representatives of other agencies in order to discuss items of common interest, develop project study reports, and clarify project specifications, financial details, and project schedules.
- Manages relationships between member agencies and state and federal officials to effectively carry out the implementation and management of transportation engineering projects and programs.
- Meets and confers with contractors, engineers, developers, architects, a variety of outside agencies, and the general public in acquiring information and coordinating engineering matters; provides information regarding Commission engineering requirements, projects, and programs.
- Investigates field problems affecting project design and construction.
- Conducts a variety of transportation engineering studies; develops and recommends policies and procedures such as guidelines, design standards, and standard plans and specifications while ensuring construction, financial, regulatory, and legal requirements are met.
- Researches, collects, records, analyzes, interprets, and summarizes statistical information; prepares spreadsheets and

establishes and maintains a comprehensive database.

- Prepares staff reports, presentations, project information and status, and program financial information for various committees, community groups, and professional organizations about the Commission's transportation engineering projects and programs.
- Attends and participates on a variety of committees, professional groups, and task forces; stays abreast of new trends and innovations related to transportation engineering.
- Performs other duties as assigned.

## Qualifications

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

## Knowledge and Abilities

- Advanced principles and practices of civil engineering as applied to the design, cost estimating, construction, installation, and inspection of a wide variety of traffic and transportation systems.
- Civil and transportation engineering concepts and standards associated with Commission programs and projects.
- Principles and practices of project and program management, including project controls, budgeting, cost estimation, programming, contract management, and project staff and consultant supervision.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of projects and programs.

- Principles and practices of environmental impact assessment and related regulatory processes.
- Principles, practices, and technologies used in the development and maintenance of data management systems related to transportation engineering projects and programs.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing Alameda CTC in public and in contacts with governmental agencies, various business, professional, educational, and regulatory organizations, and contractors.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Commission staff.

## 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 Alameda CTC meeting and/or project sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in 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 weighing up to 25 pounds.

## Compensation & Benefits

The annual salary range is \$112,168 to \$145,819, 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 (member of CalPERS prior to January 1, 2013) – 2.5% at age 55 (employee contributes 3%)
  - New Member (under new PEPPA laws) – 2% at age 62 (employee contributes 6.25%, this amount is subject to change at the beginning of the fiscal year per CalPERS calculations)
- 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 year.
- Other benefits, include transit subsidy, flexible spending accounts, tuition assistance, etc.



## **Important Application Information**

To apply for this opportunity, please visit the Alameda CTC website at <https://www.alamedactc.org/get-involved/careers-jobs/> to download an application. Please submit a cover letter, resume, and application by email to [recruitment@alamedactc.org](mailto:recruitment@alamedactc.org). As an alternative, you can mail the completed application materials:

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

**Incomplete applications will not be considered.**

**This recruitment will remain open until filled; however, candidates are encouraged to apply early in the process.**

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