



ALAMEDA COUNTY  
TRANSPORTATION COMMISSION

# Project Construction Manager (Principal Transportation Engineer)

## HR21-02a

DEADLINE TO APPLY

This recruitment will remain open until filled. Candidates are encouraged to apply early in the process for optimal consideration.

The first review of resumes has been extended to **September 7, 2021.**



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## THE OPPORTUNITY

Under the general direction of the Deputy Executive Director of Projects, the Project Construction Manager will:

- Plan, organize, manage, and provide oversight of assigned agency staff and consultants in the delivery of capital projects; coordinate with and assist in managing program delivery consultant team tasked with delivering portions of the program with specific focus on construction activities;
- Manage the capital program projects in construction and coordinate activities with other Alameda CTC staff, local agencies, and regional transportation and state agencies; manage assigned activities in coordination with other internal agency departments and outside agencies, including major interaction with the California Department of Transportation (Caltrans) District 4 staff;
- Project manage multifaceted and multi-disciplinary capital projects, programs, studies, and initiatives;
- Provide complex assistance to the executive team in various areas of expertise; and
- Perform 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, 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

Alameda County Transportation Commission (Alameda CTC) staff is a diverse and collaborative team of talented professionals who are passionate about improving mobility and access for Alameda County residents, businesses, and visitors. Together, we deliver excellence.

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. Alameda CTC 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 thorough knowledge of the required tasks and deliverables associated with project delivery; specifically, knowledge of construction management principles and practices; project delivery processes for both Caltrans and local agency projects; knowledge of the environmental process, design standards and practices; and cost estimating.
- Knowledge of principles and practices of employee and consultant supervision, including work planning, assignments, review and evaluation, and the training of staff in work procedures.
- Knowledge of 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, including multimodal corridor design and construction practices emphasizing bicycle, pedestrian and transit considerations.
- Knowledge of Caltrans Construction Manual, Standard Plans, and Standard Specifications and the ability to provide oversight of construction management teams working with Caltrans administered projects.
- Ability to communicate high-level engineering concepts regarding transportation projects and issues, and effectively communicate, both orally and in writing, to elected officials and members of the public.
- Ability to recommend and implement goals, objectives, and practices for providing effective transportation engineering programs and projects.
- Ability to prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials.

## EXAMPLE OF ESSENTIAL RESPONSIBILITIES:

- Assume full management responsibility for Alameda CTC's sponsored construction projects in the capital program both on or off the State Highway System and assist with managing the program consultant team responsible for portions of the overall program.
- Develop and implement goals, objectives, policies, procedures, and work standards for the assigned functions.
- Select, train, motivate, and direct assigned staff; evaluate and review work for acceptability and conformance with standards; work with staff on performance issues; respond to staff questions and concerns.
- Manage and direct consultants providing program, project and construction management services, including contract management activities such as develop delivery strategies, perform risk assessments, negotiate, track and process contract change orders, review deliverables, and develop scope for additional items, as necessary; manage utility contracts and services; coordinate with project partners and outside agencies; manage requests for information; and liaise with engineering consultant staff, contractors and Caltrans staff.
- Contribute to the overall quality of the assigned areas of responsibility by developing, reviewing, and implementing policies and procedures to

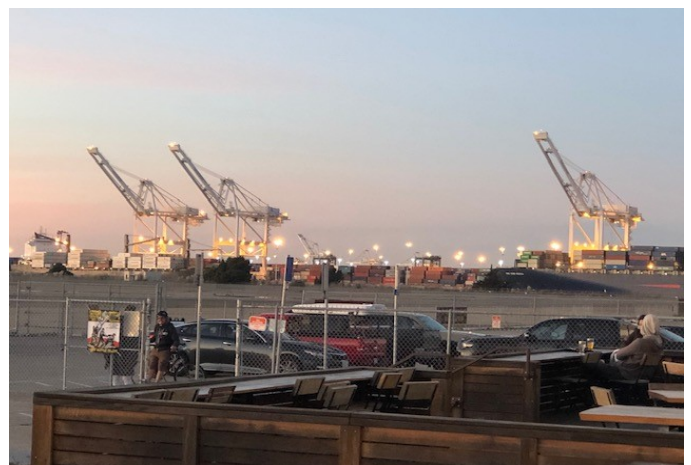


meet legal requirements and Alameda CTC's needs; continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor distribution of work, support systems, and internal reporting relationships; identify and recommend opportunities for improvement; direct the implementation of changes.

- Manage large, complex, and multi-disciplinary projects, programs, studies, and initiatives. Plan, direct, and oversee day-to-day work of staff and consultants, establish performance metrics and collect and analyze data, recommend and implement methods and procedures for meeting operating objectives ensuring that construction, financial, regulatory, and legal requirements are met.
- Develop, monitor and manage project and construction budgets for federal, state, regional, and local funding within the authority of the agency; monitor cash flow and expenditure schedules; prepare project budgets and accruals and perform variance analyses; provide guidance and oversight to local agencies on the delivery of state, regional, and federally funded projects by ensuring project completion and adherence to funding requirements.
- Oversee the development of consultant requests for proposals and/or qualifications for professional services; evaluate proposals and recommend contract award; negotiate with selected consultants; develop and review contract terms and amendments; ensure contract compliance with Alameda CTC standards and specifications; review and amend contract scope and deliverables, as needed; analyze and resolve complex problems as they arise.
- Coordinate, facilitate, and represent Alameda CTC in local, state, and regional meetings; serve as a liaison with local agencies, elected officials, outside agencies, and the public in acquiring information, coordinating engineering matters, and providing information regarding engineering requirements, projects, and programs.
- Monitor changes in laws, regulations, and technology that may affect Alameda CTC and assigned programs, projects, and activities; implement policy and procedural changes as required.

## QUALIFICATIONS

- Equivalent to graduation from an accredited four-year college or university with major coursework in civil or transportation engineering or a related engineering field.
- Seven (7) years of increasingly responsible experience in civil, traffic, and/or transportation engineering and related activities with emphasis on administering federal, state, regional, and/or local transportation programs, including experience working with Caltrans on the State Highway System.
- Two (2) years of lead or supervisory experience.
- Possess and maintain a valid certificate or registration as a Professional Civil Engineer or Transportation Engineer in the State of California.
- Possess a certificate of completion of Caltrans Resident Engineers Academy highly desired and/or comparable training either in the classroom or on the job.



## COMPENSATION AND BENEFITS

The annual salary range is \$152,329 to \$198,028 depending on qualifications and experience.

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 PEPRAs laws) – 2% at age 62 (employee contributes 6.75%, this amount is subject to change at the beginning of each fiscal year per CalPERS calculations)
- Vacation Leave: Starts at 10 days per year and increases based on years of service.
- Sick Leave: Accrued at one (1) day per month.
- Holidays: 11 paid holidays, plus two (2) floating holidays, per year.
- Other benefits, including transit subsidy, flexible spending accounts, tuition assistance, etc.



## TO APPLY

To apply for this opportunity, please visit the Alameda CTC website and download an application at:

<https://www.alamedactc.org/get-involved/careers-jobs/>

Complete application packets must include a cover letter, resume, and an Alameda CTC application, and may be submitted through email to:

[recruitment@alamedactc.org](mailto:recruitment@alamedactc.org)

As an alternative, you may mail the completed application materials to:

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

**Incomplete applications will not be considered.**

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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.

