



ALAMEDA COUNTY
TRANSPORTATION COMMISSION

Senior Transportation Engineer

HR21-05

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 will take place on **November 8, 2021.**



THIS PAGE IS INTENTIONALLY LEFT BLANK

THE OPPORTUNITY

Under the general direction of the Deputy Executive Director of Projects or designee, the Senior Transportation Engineer will:

- Serve as project/program manager, managing and directing the development and implementation of complex engineering projects and programs from inception through delivery;
- Ensure that projects and programs meet all applicable laws, regulations, and Commission policies;
- Coordinate assigned projects, programs, and activities with other Commission staff, member jurisdictions, regional transportation agencies, and/or state agencies;
- Provide complex staff assistance to management in areas of expertise; and
- Perform related work as required.



THE ORGANIZATION

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. Alameda CTC was created by the merger of the Alameda County Congestion Management Agency and the Alameda County Transportation Improvement Authority 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.

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. Diversity, equity and inclusion are cornerstones to Alameda CTC's mission, and Alameda CTC staff is committed to the following mantra, "Together, we deliver excellence. We are who we serve."



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 IDEAL CANDIDATE WILL HAVE:

- Coordination experience with California Department of Transportation (Caltrans) District 4 on project delivery matters and methods.
- Familiarity with the Caltrans Project Development Procedures Manual and Encroachment Permit Manual.
- The ability, experience and knowledge to manage complex and multi-disciplinary projects, studies, and initiatives in conjunction with Caltrans processes.
- Competency in conducting complex civil and transportation engineering studies, investigations, and analyses, evaluating alternatives, making sound recommendations, preparing effective technical reports, and navigating approvals or consensus with Caltrans for all phases of design.
- Knowledge to apply advanced engineering principles, practices, concepts, and standards to complex engineering problems.
- The proficiency to understand and interpret engineering plans, specifications, drawings, and related documents.
- The capability to interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Adeptness to prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials.
- The ability to effectively communicate in person, over the telephone, and in writing.
- Experience demonstrating tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- The aptitude to establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EXAMPLE OF ESSENTIAL

RESPONSIBILITIES:

- Manage complex and multi-disciplinary projects, studies, and initiatives by planning, directing, and overseeing the day-to-day work of consultants; establishing performance metrics; collecting and analyzing data; being accountable for project completion and performance; and resolving challenging problems as they arise.
- Manage project budgets for federal, state, and local funds within the authority of the organization; monitor cash flow and expenditure schedules; prepare project budget accruals and variance analyses; and serve as a liaison between the agency and funding agencies to resolve project delivery issues.
- Develop consultant requests for proposals and/or qualifications for professional services; evaluate proposals and recommend contract award; develop and review contract terms and amendments; and ensure contract compliance with agency terms and conditions, standards, specifications, and time and budget.
- Track project expenditures; review invoices for accuracy and consistency with contractual obligations; and recommend appropriate dispersals of allocated funds.

- Analyze and forecast project costs; develop, prepare and collect scope, schedule and cost data for monthly project reports; report project cost and schedule status to management for internal review; analyze cost variances; and make recommendations for corrective action related to capital project concerns.
- Analyze engineering plans, designs, and specifications in tandem with consultant and staff to ensure adherence to requirements and agency standards.
- Coordinate and facilitate meetings with representatives from other agencies to discuss items of common interest, develop project study reports, and clarify project specifications, financial details, and project schedules.
- Prepare staff reports, presentations, project information and status reports, and program financial information reports for various committees, community groups, and professional organizations regarding transportation engineering projects and programs.
- Stay 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 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.
- All employees are required to provide proof of COVID-19 vaccination. Employees with an approved exemption for medical or religious reasons will be subject to weekly COVID-19 testing.



COMPENSATION AND BENEFITS

The annual salary range is \$131,353 to \$170,759 depending on qualifications and experience.

Alameda CTC 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 PEPRA 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 1 day per month.
- Holidays: 11 paid holidays, plus 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 application submitted by email to: recruitment@alamedactc.org.

Alternatively, you can mail the completed application materials to:

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 for optimal consideration. The first review of resumes will be on **November 8, 2021**.

Alameda CTC is an equal opportunity employer encouraging workforce diversity and is committed to ensuring that no person is excluded from participation in, denied the benefits of, or discriminated against under its hiring activities on the basis of race, color, creed, sex, gender, religion, marital status, registered domestic partnership status, age, national origin or ancestry, physical or mental disability, veteran status, sexual orientation, gender identity/gender expression, or medical condition including genetic characteristics. Title VI of the Civil Rights Act of 1964 provides protections against discrimination based on race, color and national origin; and 49 United States Code Section 5332 provides additional protections against discrimination based on religion, national origin, sex, disability, or age.

Employment at Alameda CTC is at-will.

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



