



DATE: MAY 2023
FLSA: Exempt

Transportation Engineer

POSITION OVERVIEW

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the transportation programs; manages and provides oversight of federal and state transportation planning and policy development programs, the use of federal, state, and local funding for transportation projects, and project development, management, and delivery; and performs related duties as assigned.

JOB DUTIES

*In addition to the job duties outlined in the **Program Manager** classification specification, the following are typical duties performed within this assignment. The duties specified below are representative of the nature and level of duties of this assignment and are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar and related to this position. Management reserves the right to add, modify, change, or rescind the work assignments of different positions.*

- Plans, organizes, implements, and controls transportation projects that may be associated with, but not limited to, Measure A, the State Transportation Improvement Program (STIP), Active Transportation Program (ATP), and other state and federal funding sources; ensures timely use of funds and adherence to program guidelines.
- Serves as project manager for CVAG and/or jurisdictional transportation projects including planning, design, programming of funds, project delivery, and reporting.
- Plans, operates, and controls the Regional Traffic Management Center (RTMC).
- Strategizes, directs, and controls the region's Transportation Project Prioritization Study (TPPS).
- Negotiates reimbursement agreements with jurisdictions requesting regional funding; presents reimbursement agreements to CVAG committees for approval.
- Manages the bid process and contracts for architectural, engineering, planning, environmental, and other consultant services, including preparing estimates, bids, specifications, and requests for qualifications/proposals, evaluating proposals and bid packages, conducting interviews, reviewing invoices and progress reports, processing invoices for payment, coordinating contract changes of scope, negotiating change orders, and monitoring and evaluating consultant performance.
- Monitors project schedules of consultants through close out of projects; prepares and monitors project budgets and expenditures; complies with state and federal billing and reporting procedures.
- Monitors and ensures contract compliance with all quality assurance policies and procedures as well as internal policies and procedures regarding contract management.
- Manages the preparation and approval of funding agreements; oversees and participates in the negotiation of cooperative agreements with other agencies.
- Ensures compliance with California Department of Transportation (Caltrans) programs, policies, and procedures.

QUALIFICATIONS

Knowledge of:

- Principles and practices of engineering as applied to the design, cost estimating, construction, installation, and inspection of a wide variety of traffic and transportation systems.
- Principles, practices, and funding sources for transportation planning programs, studies, and projects.
- Municipal Department of Public Works processes and responsibilities.
- National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) documentation requirements.
- Intelligent Traffic System concepts and applications.

Ability to:

- Manage large, complex, and multi-disciplinary transportation projects, programs, studies, and initiatives.
- Conduct complex transportation engineering and planning studies, investigations, and analyses, evaluate alternatives, make sound recommendations, and prepare effective technical reports.

Minimum Qualifications

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited college or university with coursework in engineering, planning, public or business administration, or a directly related field and five (5) years of experience in transportation and/or transit engineering and/or planning.

Licenses and Certifications:

- Possession of an appropriate valid driver's license to be maintained throughout employment.