



**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**  
1523 Pacific Ave., Santa Cruz, CA 95060-3911 • (831) 460-3200 FAX (831) 460-3215 EMAIL [info@sccrtc.org](mailto:info@sccrtc.org)

## **JOB ANNOUNCEMENT**

### **One Full-Time Position as Associate Transportation Engineer, Transportation Engineer or Senior Transportation Engineer**

**FINAL FILING DEADLINE: By 5:00 p.m. on Friday, September 1, 2017**

This is an excellent opportunity for a journey level engineer with experience managing and delivering transportation projects. The Santa Cruz County Regional Transportation Commission (RTC) already has a great team of planners who work on a variety of transportation projects for Santa Cruz County. The RTC is looking to augment the team with a transportation engineer to more effectively deliver transportation projects.

The Santa Cruz County Regional Transportation Commission (RTC) is a regional agency created by the State of California to carry out transportation responsibilities that cross city and county boundaries. The members of the RTC represent the County Board of Supervisors, the City Councils, and the Santa Cruz Metropolitan Transit District. Along with volunteer committee members and Commission staff, the RTC works in cooperation and consultation with other public agencies; business, environmental, neighborhood and advocacy groups; and members of the public to deliver a variety of transportation options to serve the community's needs.

#### **GENERAL DEFINITION**

Under supervision and direction, prepares, manages, and conducts complex and professional transportation engineering work in the field and office including for structures, drainage, railway facilities, roadways, highways, bikeways, walkways and intersections; responsible for project management and delivery; performs complex transportation engineering analyses, studies and other related work as is required.

#### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

*(Include but are not limited to the following):*

##### **ASSOCIATE TRANSPORTATION ENGINEER**

This is the first journey level within the Transportation Engineering series. Under supervision and direction of the Deputy Director and Executive Director, and working with transportation planners, partner agencies and consultants, incumbents perform a variety of office and field engineering duties including:

- Serves as project manager for projects that the Agency is responsible for delivering under Measure D, State Transportation Improvement Program, and

other funding sources, in coordination with partner agencies to ensure timely and cost effective project delivery and compliance with all regulatory and funding requirements.

- Conducts consultant selection and contract management efforts, in coordination with management or more senior professional staff, on assigned projects including: requests for proposals, advertisements for bids, instructions to bidders, detailed specifications or scopes of work, contract budgets, invoice review and task management;
- Provides some technical engineering assistance to other project managers;
- Performs professional transportation engineering work in the office on a variety of projects, as assigned;
- Prepares staff reports and makes presentations before public, private or government decision-making bodies as part of a team, providing technical information, data, and expert advice;
- Assesses maintenance and repair work required on the RTC owned Santa Cruz Branch Rail Line and oversees such work
- Performs special projects as assigned and related duties as required

### **TRANSPORTATION ENGINEER**

This is the second level within the Transportation Engineering series. Under supervision and direction of the Deputy Director and Executive Director, and working with transportation planners, partner agencies and consultants, incumbents perform a variety of office and field engineering duties including:

- Serve as project manager for projects that the Agency is responsible for delivering under Measure D, State Transportation Improvement Program, and other funding sources, in coordination with partner agencies to ensure timely and cost effective project delivery and compliance with all regulatory and funding requirements.
- Lead consultant selection and contract management efforts on assigned projects including: requests for proposals, advertisements for bids, instructions to bidders, detailed specifications or scopes of work, contract budgets, invoice review and task management;
- Prepare or oversee consultant preparation of preliminary studies, reports, designs, calculations, cost estimates, maps, and plans;
- Perform professional transportation engineering work in the field and office on a variety of complex projects, and may act as resident engineer on construction projects;
- Prepare staff reports, memos, correspondence, consultant or contractor procurement documents, complex and comprehensive project reports, and other written materials and makes presentations.
- Assesses maintenance and repair work required on the RTC owned Santa Cruz Branch Rail Line and oversees such work

- Performs special projects as assigned and related duties as required

### **SENIOR TRANSPORTATION ENGINEER**

This is the highest level within the Transportation Engineering series. Under supervision and direction of the Deputy Director and Executive Director, and working with transportation planners, partner agencies and consultants, incumbents perform a variety of office and field engineering duties including:

- Serves as project manager for the most complex regional priority projects that the RTC is responsible for delivering under Measure D, State Transportation Improvement Program, and other funding sources, in coordination with partner agencies to ensure timely and cost effective project delivery and compliance with all regulatory and funding requirements.
- Leads consultant selection and contract management efforts on assigned projects including: requests for proposals, advertisements for bids, instructions to bidders, detailed specifications or scopes of work, contract budgets, invoice review and task management;
- Mentors and provides technical engineering assistance to professional staff; serves in a supervisory role on an as-needed basis;
- Contributes policy recommendations relating to strategic agency priorities;
- Prepares or oversees consultant preparation of preliminary studies, reports, designs, calculations, cost estimates, maps, and plans;
- Performs professional transportation engineering work in the field and office on a variety of complex projects; may act as resident engineer on construction projects.
- Makes presentations before public, private or government decision-making bodies, providing technical information, data, and expert advice; and,
- Prepare staff reports, memos, correspondence, consultant or contractor procurement documents, complex and comprehensive project reports, and other written materials.
- Assesses maintenance and repair work required on the RTC owned Santa Cruz Branch Rail Line and oversees such work
- Performs special projects as assigned and related duties as required

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **ASSOCIATE TRANSPORTATION ENGINEER**

- Principles and practices of effective transportation engineering, project delivery and project management;
- Federal, state, and local laws, regulations and policies relating to environmental review, design and construction standards, procurement and contract management;

- Current standards and policies for design of complete streets, roads and highways, bikeways, sidewalks and trails, and safe crossings;
- Transportation funding sources and reporting requirements.
- Interrelationships between federal, state, regional, and local agencies involved in or affected by transportation engineering projects and programs.
- Structural, railway and drainage engineering principles and concepts.

### **TRANSPORTATION ENGINEER**

Same as Associate Engineer plus

- Trends and innovations in transportation including railway and drainage engineering design, construction; materials, modeling and travel forecasting, traffic simulation tools, data collection and analysis.

### **SENIOR TRANSPORTATION ENGINEER**

Same as Transportation Engineer plus

- Effective team leadership skills, and project development team and/or construction team management skills; and,
- Basic supervisory and personnel management principles and practices; and,

### **Ability to:**

- Plan, fund and deliver complex transportation engineering projects on time, within budget and minimizing disruption to the traveling public.
- Review engineering plans and specifications prepared by private contractors and/or consultants.
- Perform complex transportation engineering analyses and studies, utilizing software applications for data analysis.
- Coordinate work of consultants, government agencies, utilities, project partners and Agency staff to assure timely, cost-effective project and program delivery.
- Oversee all phases of engineering work in progress, and enforce common safety practices and procedures in the field.
- Mentor, train, and provide input on performance appraisals of technical staff.
- Make presentations that convey complex engineering information and transportation data to a variety of audiences in a manner that is persuasive and easy to understand.
- Communicate clearly and effectively in writing, utilizing technical and statistical information.
- Develop effective working relationships with Agency Board members, member agencies, business and public groups, to successfully gain cooperation and consensus.
- Effectively use the various tools of the trade for transportation engineering whether in software or hardware form.
- Effectively and competently operate and use standard office equipment such as a computer with a variety of software applications for word processing and other function including Microsoft Word, Excel, Power Point, Access and email and calendaring systems
- Organize, prioritize and follow-up on work assignments;
- Work independently and keep accurate records;

- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain effective working relationships.
- Lift up to 30 lbs

## **EDUCATION AND/EXPERIENCE:**

### **ASSOCIATE TRANSPORTATION ENGINEER**

An appropriate combination of education and experience that has provided the required knowledge, skills and abilities is qualifying. A typical way of obtaining the required qualifications is:

Bachelor's degree in Civil Engineering and/or Transportation Engineering and licensed as a Civil Engineer in the state of California and minimum of two years of experience working with a transportation or similar type of agency performing tasks listed above.

### **TRANSPORTATION ENGINEER**

An appropriate combination of education and experience that has provided the required knowledge, skills and abilities is qualifying. A typical way of obtaining the required qualifications is:

Bachelor's degree in Civil Engineering and/or Transportation Engineering and licensed as a Civil Engineer in the state of California and minimum of five years of experience at a level equivalent to Associate Transportation Engineer with the RTC.

### **SENIOR TRANSPORTATION ENGINEER**

An appropriate combination of education and experience that has provided the required knowledge, skills and abilities is qualifying. A typical way of obtaining the required qualifications is:

Bachelor's degree in Civil Engineering and/or Transportation Engineering and licensed as a Civil Engineer in the state of California and minimum of seven and one half years of experience at a level equivalent to Transportation Engineer with the RTC.

## **WORK ENVIRONMENT:**

Typical office environment with standard equipment and tasks. Position requires work at a computer/video display terminal and desk for periods of time. Position also requires outside field work in a variety of terrain and conditions with appropriate safety gear. Field work may require significant walking in a variety of grades, surfaces and weather conditions as well as climbing and crawling. Able to lift and carry materials up to 30 pounds. Duties may require sitting, kneeling, crouching, standing, walking, stepping over items, twisting, lifting, reaching or bending for periods of time. May require travel to various locations for agency

meetings and events at different times of the day including early morning, evening and night time.

**MONTHLY SALARY:**

<b><u>ASSOCIATE TRANSPORTATION ENGINEER:</u></b>	\$6,697.51-\$8,975.30
<b><u>TRANSPORTATION ENGINEER:</u></b>	\$7,501.21-\$10,052.33
<b><u>SENIOR TRANSPORTATION ENGINEER:</u></b>	\$8,401.35-\$11,258.61

**The RTC offers a competitive benefits package that includes:**

- **Health** – medical, vision, dental and employee assistance program
- **Retirement** – defined benefit through CalPERS
- **Vacation** – three weeks per year with increases after 5-year anniversaries
- **Sick Leave** – six days per year which accrue if not used
- **Holidays** – twelve and one half days including a floating holiday
- **Administrative Leave** – two weeks per year to help offset overtime worked
- **Other** – disability, life insurance, employee assistance program

**APPLICATION PROCESS:**

To be considered for this position, please submit a resume, cover letter, completed supplemental questions and a completed employment application.

Application and job description are available at:

<http://sccrtc.org/about/opportunities/employment/> . **APPLICATION AND ALL OTHER MATERIAL MUST BE RECEIVED BY 5:00 P.M. ON FRIDAY SEPTEMBER 1, 2017 TO BE GUARANTEED A REVIEW.** Please indicate in the application materials for which level you are applying. Please mail completed material to: SCCRTC 1523 Pacific Ave., Santa Cruz, CA 95060, or email to yparra@sccrtc.org

All resumes and correspondence will be held in confidence. Materials submitted become the property of RTC and will not be returned. Relocation assistance will not be provided.

For assistance or if you require special accommodations, please call **(831) 460-3200**. RTC Office hours are 8:00 a.m. - 5:00 p.m., Monday - Friday. The RTC will not fax application materials.

## SUPPLEMENTAL QUESTIONS

1. List any related course work you have completed in engineering or other disciplines related to transportation engineering. Be sure to include the course title, name of school, and any applicable degree. (Copies of transcripts are acceptable)
2. Describe your experience, training and involvement as a project manager for delivery of transportation capital projects (roadway, highway, bicycle, pedestrian, rail and/or transit.) Include your experience coordinating with Caltrans, other government entities, consultants and contractors to ensure delivery of projects.
3. Describe your experience assessing existing facilities for maintenance, repair and improvement, including drainage facilities associated with transportation infrastructure.
4. Describe your experience with government funding sources and requirements for transportation projects and government procurement practices and requirements.
5. Describe your experience writing reports and making presentations on projects to public agencies and the public.