JOB ANNOUNCEMENT

Two Full-Time Positions as Junior Transportation Engineer, Assistant Transportation Engineer, Transportation Engineer, or Associate Transportation Engineer

FINAL FILING DEADLINE: By 5:00 p.m. on Monday, September 6, 2021 for priority review, this position will remain open until filled

This is an excellent opportunity for an entry or journey level engineer with interest and experience managing and delivering transportation and public works projects. The Santa Cruz County Regional Transportation Commission (RTC) already has a great team of engineers and planners who work on a variety of transportation projects for Santa Cruz County, and own the Santa Cruz Branch Rail Line (SCBRL) Corridor. The RTC is looking to augment the team with two transportation engineers to more effectively deliver transportation and public works projects, operate the preventative maintenance program, and coordinate and oversee construction along the Santa Cruz Branch Rail Line corridor (SCBRL).

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.

The RTC owns the 32-mile SCBRL corridor which is a continuous transportation corridor offering tremendous potential for new mobility options for residents and visitors of Santa Cruz County. The long-term vision for the corridor is a multiuse trail alongside electric passenger rail transit. The SCBRL corridor has significant infrastructure that the RTC preserves through its preventative maintenance program and infrastructure repairs, including 37 bridges, 100 private and public grade crossings, railroad signals, drainage culverts, and retaining walls.

GENERAL DEFINITION

Under supervision and direction, prepares, manages, and conducts complex and professional transportation engineering and public works duties 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, assists with carrying out tasks needed for the successful operation of the preventative maintenance program and delivers infrastructure repair projects along the SCBRL corridor.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES (Include but are not limited to the following):

JUNIOR TRANSPORTATION ENGINEER
This is the first entry level within the Transportation Engineering series. Under supervision of the Senior Transportation Engineer and Deputy Director, and working with transportation engineers and planners, partner agencies and consultants, incumbents perform a variety of office and field engineering and public works duties including:

- Assists with technical reviews of design plans and contracts specifications, engineering cost estimates, construction schedules and engineering studies of transportation systems and projects;
- Assists with preparing or overseeing consultant preparation of preliminary engineering studies, reports, designs, calculations, cost estimates, maps, and plans, in consultation with management;
- With direction, performs inspections along the Santa Cruz Branch Rail Corridor for ongoing construction, preventative maintenance, infrastructure repairs, and Coastal Rail Trail projects under supervision;
- Responds to events along the Santa Cruz Branch Rail Corridor;
- Assists with overseeing work by the on-call civil and structural engineering and construction management consultant, may serve as Task Order Manager;
- Assists in developing scopes of work for maintenance, engineering, construction, and construction management needs along the Santa Cruz Branch Rail Corridor;
- Assists with procurement of construction contractors by informal (<200K) or formal bidding (>200K) procedures;
- Assists with managing maintenance contractors, including field inspections, contract management, labor compliance inspections and interviews, drafting work orders, change orders, progress payment reviews/approvals;
- Assists with Project Management 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.
- Assists with 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 technical engineering assistance to other project managers;
• Performs professional transportation engineering work in the office on a variety of projects, as assigned;
• Makes presentations before public, private or government decision-making bodies as part of a team, providing technical information, data, and expert advice;
• Serves as lead or back up staff to an RTC committee;
• Prepares staff reports, memos, correspondence, consultant or contractor procurement documents, complex and comprehensive project reports, and other written materials; and
• Performs special projects as assigned and related duties as required.

**ASSISTANT TRANSPORTATION ENGINEER**

This position is the fourth level in the Transportation Engineer series. The Assistant Transportation Engineer performs engineering assignments under supervision by the Senior Transportation Engineer. This entry level worker serves as a team lead for moderately complex projects and may be assigned specific projects with minimal supervision.

This position is distinguished from the next higher position of Transportation Engineer in that the latter has a greater level of transportation engineering expertise, can work independently, and handles more complex project assignments.

• With supervision, performs oversight and review of technical engineering studies/reports, cost estimates, designs, maps, plans, and calculations for capital projects, in consultation with team members.
• Performs inspections along the Santa Cruz Branch Rail Corridor for rail corridor improvements, preventative maintenance, infrastructure repairs, and Coastal Rail Trail projects.
• With supervision oversees work by the on-call civil and structural engineering and construction management consultant, serve as Task Order Manager.
• With supervision Develop and review, and management of contracts and scopes of work for maintenance, engineering, construction, and construction management needs. Tasks include field inspections, labor compliance inspections and interviews, preparing work orders, change orders, progress payment reviews/approvals and compliance with all regulatory and funding requirements.
• Prepares and oversees procurement of construction contractors by informal (<$200k) or formal (>$.200k) bidding procedures.
• With Supervision Serves as project manager of 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.
TRANSPORTATION ENGINEER
This is the third journey level within the Transportation Engineering series. Under supervision and direction of the Senior Transportation Engineer and Deputy Director, and working with transportation engineers and planners, partner agencies and consultants, incumbents performs complex engineering assignments and public works duties including:

- Performs technical reviews of design plans and contracts specifications, engineering cost estimates, construction schedules and engineering studies of transportation systems and projects.
- Prepares and oversees consultant preparation of preliminary engineering studies, reports, designs, calculations, cost estimates, maps, and plans, in consultation with management.
- Performs inspections along the Santa Cruz Branch Rail Corridor for ongoing construction, preventative maintenance, infrastructure repairs, and Coastal Rail Trail projects.
- Responds to events along the Santa Cruz Branch Rail Corridor.
- Oversees work by the on-call civil and structural engineering and construction management consultant, may serve as Task Order Manager.
- Develops scopes of work for maintenance, engineering, construction, and construction management needs along the Santa Cruz Branch Rail Corridor.
- Procures construction contractors by informal or formal bidding procedures.
- Manages maintenance contractors, including field inspections, contract management, labor compliance inspections and interviews, drafting work orders, change orders, progress payment reviews/approvals.
- 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 technical engineering assistance to other project managers.
- Performs professional transportation engineering work in the office on a variety of projects, as assigned.
- Makes presentations before public, private or government decision-making bodies as part of a team, providing technical information, data, and expert advice.
- Serves as lead or back up staff to an RTC committee.
• Prepares staff reports, memos, correspondence, consultant or contractor procurement documents, complex and comprehensive project reports, and other written materials.

• Performs special projects as assigned and related duties as required.

• Provides technical engineering assistance to other project managers.

ASSOCIATE TRANSPORTATION ENGINEER
This is the second level within the Transportation Engineering series. Under supervision and direction of the Senior Transportation Engineer and Deputy Director, and working with transportation engineers and planners, partner agencies and consultants, incumbents performs a variety of office and field engineering duties independently including:

• Performs technical reviews of complex capital improvement design plans and contracts specifications, engineering cost estimates, construction schedules and engineering studies of transportation systems and projects.

• Performs or oversees inspections along the Santa Cruz Branch Rail Corridor for ongoing construction, preventative maintenance, infrastructure repairs, and Coastal Rail Trail projects.

• Responds to events along the Santa Cruz Branch Rail Corridor.

• Oversees work by the on-call civil and structural engineering and construction management consultant, may serve as Contract Manager or Task Order Manager.

• Develops and reviews scopes of work for maintenance, engineering, construction, and construction management needs along the Santa Cruz Branch Rail Corridor.

• Procures construction contractors by informal or formal bidding procedures;

• Manage maintenance contractors, including field inspections, contract management, labor compliance inspections and interviews, drafting work orders, change orders, progress payment reviews/approvals.

• 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.

• Provide technical engineering assistance to other project managers.

• 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.
• Make presentations before public, private or government decision-making bodies, providing technical information, data, and expert advice.
• Serve as committee staff or back up staff to an RTC committee.
• Prepares and reviews staff reports, memos, correspondence, consultant or contractor procurement documents, complex and comprehensive project reports, and other written materials; and
• Performs special projects as assigned and related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

JUNIOR TRANSPORTATION ENGINEER

• Principles and practices of effective transportation engineering and public works; contract management, project delivery and project management knowledge or experience preferred.
• Federal, state, and local laws, regulations and policies relating to environmental review, design and construction standards, procurement and contract management.
• Understanding of current standards and policies for design of complete streets, roads and highways, bikeways, sidewalks and trails, and safe crossings.
• Experience or interest in assisting with management and administration of public works construction projects.
• Mathematics including algebra, geometry and trigonometry.

ASSISTANT TRANSPORTATION ENGINEER

Same as Junior Transportation Engineer plus

• Construction methods, materials, and terminology.
• Nomenclature, symbols and techniques of mapping and surveying.
• Computer systems and programs.
• Contract and technical specification preparation and interpretation.
TRANSPORTATION ENGINEER

Same as Assistant Transportation Engineer plus

- Federal, state, and local laws, regulations and policies relating to environmental review, design and construction standards, procurement, and contract management.
- Understanding and experience with 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.
- Experience in management and administration of public works construction projects.
- Structural, railway and drainage engineering principles and concepts.

ASSOCIATE TRANSPORTATION ENGINEER

Same as Transportation Engineer plus

- Experience managing engineering and construction management professional consultants for public works improvements.
- Experience acting as a Resident Engineer on public works construction projects preferred.
- Understanding and experience with 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.

EDUCATION AND/EXPERIENCE:

JUNIOR 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:

Education: Bachelor's degree in Engineering,
License: Possession of a valid California class C driver license,
Certificate: Engineer in Training Certificate preferred
ASSISTANT 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:

**Education:** Bachelor’s degree in Engineering,
**License:** Possession of a valid California class C driver license,
**Certificate:** Engineer in Training Certificate

AND

At least two years of experience on transportation systems and projects

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:

**Education:** Bachelor’s degree in Engineering,
**License:** Possession of a valid California class C driver license,
**Registration:** Registration as a Civil Engineer in the State of California

AND

**Experience:** At least 4 years of increasingly responsible experience in the performance of engineering work equivalent to an Assistant Engineer position.

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:

**Education:** Bachelor’s degree in Engineering,
**License:** Possession of a valid California class C driver license,
**Registration:** Registration as a Civil Engineer in the State of California

AND

**Experience:** Minimum five years of experience at a level equivalent to Transportation Engineer with 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:**

- **JUNIOR TRANSPORTATION ENGINEER:** $6,260.80-$8,390.07
- **ASSISTANT TRANSPORTATION ENGINEER:** $7,248.80-$9,714.09
- **TRANSPORTATION ENGINEER:** $8,391.07-11,244.03
- **ASSOCIATE TRANSPORTATION ENGINEER:** $9,571.17-$12,824.05

The RTC offers a competitive benefits package that includes:

- **Health** – medical, vision, dental and employee assistance program
- **Retirement** – defined benefit through CalPERS
- **PTO** – up to three weeks per year with increases after 5-year anniversaries
- **Holidays** – twelve and one half days including a floating holiday
- **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/](http://sccrtc.org/about/opportunities/employment/). **APPLICATION AND ALL OTHER MATERIAL MUST BE RECEIVED BY 5:00 P.M. ON MONDAY SEPTEMBER 3, 2021 TO BE GUARANTEED AN EARLY REVIEW.** This position is open until filled. 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. **Our office is currently closed to the public so we will not be accepting in-person deliveries.**

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 in delivery of public works projects. Include your experience managing consultants and contractors and coordinating with other government entities prior to and during construction of public works 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.