



## **EMPLOYMENT OPPORTUNITY**

# **CAPITAL PROJECTS MANAGER (TOLL PROGRAM)**

**Current Salary Range: \$9,310 – \$12,569 per month**  
**(Benefitted Contract Position)**

**New Salary Range: \$9,636 - \$13,009 per month**  
**(Pending Commission Approval on 6/13/18)**

**Application Deadline: Monday, July 9, 2018 at 4:00 p.m.**

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The Riverside County Transportation Commission (RCTC/Commission), established through California State law, oversees funding and coordination of all public transportation services within Riverside County. The Commission's responsibilities have grown in the 41 years since its inception from coordinating highway and transit planning and identifying projects for state and federal funding to responsibility for all aspects of region-wide planning for Riverside County's mobility and operating toll facilities. RCTC is a small agency with a staffing component of 51 full time positions that support a governing board of 33 elected officials and one governor's appointee throughout Riverside County.

### **General Description:**

Under the general direction of the Toll Program Director, this position directly manages delivery of toll projects from planning and environmental work through design and construction; supervises the work of program/project management staff, support staff and consultants; represents RCTC in meetings and presentations; manages project budget, schedule, and scope; performs other related work as necessary.

RCTC continues to develop tolled express lane projects and operates and maintains express lanes. A toll project manager will support the toll program director to continue to develop these express lane projects and other duties for the toll program. This position is a contract position with a multi-year, defined term that will potentially be extended based on the needs of the toll program and RCTC.

### **Qualifications**

**Required:** Completion of a Bachelor's degree in Civil Engineering or a closely related field and possession of a State of California professional civil engineering license. Ten (10) or more years of progressively responsible experience in transportation project and program delivery and management, with at least four years in a management capacity.

**Desirable:** Experience in final design, construction, tolling concepts, express lanes; management and delivery of large/complex highway projects utilizing both design/bid/build and design/build; negotiation and management of large construction contracts. Specialized coursework or training in project management, design, construction administration, contract administration, program development, the principles of supervision, and related areas that are typically part of a Master's degree program or a continuing education curriculum.

**Licenses/Certifications:** Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**Examples of Essential Functions:**

- Manages people, budgets, and resources to ensure timely and cost effective delivery of projects.
- Develops and implements strategies related to the planning, environmental clearance, design, management, construction, and overall delivery of projects.
- Participates, directs, and makes decisions on behalf of the RCTC in the procurement of contractors and professional service providers, planning, environmental clearance, final design, utility relocation, right-of-way and construction.
- Directs the preparation and maintenance of project schedules, budgets, and quality control initiatives.
- Coordinates with federal, state, and local agencies during project planning, design and implementation, and ensures compliance with any pertinent administrative requirements.
- Develops, negotiates, and recommends to the Toll Program Director the approval of contracts and cooperative agreements with other governmental agencies, consultants and private contractors as needed, and is responsible for monitoring their implementation.
- Prepares and reviews a variety of planning and policy reports and communications related to tolling, projects, programs, and the appropriation of funds.
- Provides timely communication of project status and issues to the Toll Program Director and maintains technical and administrative control of capital project development and support.
- Makes presentations at RCTC Board and Committee meetings, staff meetings, community meetings, public agency governing bodies and public hearings; analyzes and responds to related inquiries from elected officials, agency staff, media and the public.
- Performs other duties as assigned.

**Knowledge of:**

- Principles and practices used in the acquisition of professional and construction services in accordance with current California public contract codes, the Department of Transportation Standard Specification for highway construction, federal, local agency, and industry standards
- Laws and ordinances regulating building construction
- Quantitative and program analysis methods and techniques
- Negotiating methods, report writing and interpreting contractual agreements, and presentation techniques
- Customer relations techniques
- Computer hardware and software programs including graphics, spreadsheet, word processing and Internet applications.

**Skills/Abilities to:**

- Evaluate and make sound policy and procedural recommendations
- Research and interpret applicable federal and state laws and local codes and regulations
- Select, train, supervise and evaluate the work of staff
- Organize, manage and coordinate projects involving other agencies, consultants, and contractors
- Develop strategic plans and initiatives that are consistent with sound planning principles
- Analyze and solve complex problems
- Make effective oral and written presentations
- Plan, organize, and complete work independently and meet deadlines
- Operate personal computer and standard office equipment
- Establish and maintain effective communications with member agencies, private company representatives, Commissioners, consultants, contractors, other governmental officials, staff, management, and the general public.

**Physical & Environmental Elements:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various RCTC job sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. However, there will be routine project job sites and fieldwork where environmental elements are not always controlled such as temperature and noise. The employee interfaces with staff, management, other departmental representatives, transportation and government officials, business representatives, and the general public in explaining RCTC policies and requesting and providing information.

**Summary of  
Benefits Available**

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CalPERS Retirement System  
*Classic: 2.7% @ 55 / PEPR: 2% @ 62*  
Up to \$600/month towards Medical Plans  
Dental & Vision fully paid by RCTC  
401(a) Money Purchase Plan  
457 Deferred Compensation  
\$100,000 Group Life Insurance

Short and Long-Term Disability  
9/80 Work Schedule  
Vacation  
Sick Leave  
12 Holidays/Year  
Transportation Assistance Programs  
Tuition Reimbursement Program

**An RCTC employment application and resume must be submitted for consideration by the application deadline.**  
**For more information, please visit [www.rctc.org](http://www.rctc.org)**

**6/2018**