



## **EMPLOYMENT OPPORTUNITY**

# **CAPITAL PROJECTS MANAGER (CONSTRUCTION)**

**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. 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 general supervision, this position manages major freeway and rail program construction projects from the initial bid process through construction closeout. Other functions will include managing the construction management services consultants to provide the highest quality construction product and ensure that projects are delivered on time, within scope and budget, and with a minimum of claims; assists the design project management team in delivering projects to the construction phase; and performs related duties as required. This position is a contract position with a multi-year, defined term that will potentially be extended based on the needs of RCTC.

### **Qualifications**

**Required:** A Bachelor's degree in Civil Engineering and ten (10) or more years of professional experience involving construction contract administration, program evaluation, project management, and various contract

and administrative analyses, including experience involving transportation programs. Registration as a Professional Civil Engineer by the California Board for Professional Engineers and Land Surveyors.

**Desirable:** Specialized coursework or training in construction program evaluation, project management, project scheduling, budgetary planning, cost accounting, and the use of various application programs for presentation purposes that are typically part of a Master's degree or 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 multiple freeway and railway grade separation projects using a variety of construction, construction management, materials testing and surveying contractors.
- Directs and advises consultant construction management staff including resident engineers, inspectors, and other members of construction management services teams on project quality, contract compliance, claims resolution, and interaction with various technical disciplines associated with RCTC construction projects.
- Manages project issues to avoid additional costs and project delays.
- Promotes safety on jobsites for workers and the public.
- Represents RCTC in various public and agency forums related to the provision of public transportation services in Riverside County and regionally.
- Establishes and maintains effective working relationships with all staff, consultants, regional agencies, and the general public.
- Assists in compiling and preparing construction bid documents by providing support in developing the capital projects Request for Proposals (RFPs), answering bidder questions, and producing bid addenda to clarify important details and scope of work.
- Prepares complex construction contracts, amendments, terminations, and closeouts. Ensures the terms and requirements meet the California Public Contract Codes, the Department of Transportation requirements, and industry standards. Coordinates the negotiations of all construction contracts and disputes.
- Maintains the Commission standard construction contract general conditions based on state specification updates and construction industry trends.
- Monitors industry trends, applicable state, and federal law regarding alternative delivery methods and makes recommendations for application to Commission projects.
- Monitors, negotiates claims and change orders, and recommends for approval from the Project Delivery Director.
- Expedites resolution of design and field coordination issues.
- Reviews and recommends approval of invoices and progress payments.
- Monitors compliance to contract requirements and identifies areas of non-compliance and potential claims. Interprets and applies contracting principles, applicable laws, regulations, and policies and procedures.
- Oversees the development of consultant RFP's and qualifications for professional services; evaluates proposals and recommends project award; develops and reviews contract terms and amendments; ensures contractor compliance with RCTC standards, specifications, time and budget estimates; reviews and updates deliverables; analyzes and resolves complex problems that may arise.

- Attends and participates in monthly commission, committee, joint powers, governmental, staff, and citizen advisory meetings; presents awards, amendments, and other contract changes to the management team and Commissioners.
- Analyzes federal, state, and local legislative proposals for impact on assigned operations; plans, coordinates and evaluates activities associated with assigned contracts
- Prepares or directs the preparation of various periodic and special reports; assists in providing training and mentoring to lower level staff; makes recommendations for improving operating procedures and policies.
- Performs other duties as assigned.

#### **Knowledge of:**

- Principles and practices used in the acquisition of professional 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 including graphics, spreadsheet, word processing and Internet applications programs.

#### **Skills/Abilities to:**

- Research, interpret, and apply applicable federal, state, and local laws, codes and regulations to construction contracts
- Prepare and compose contracts, change orders, bid documents, and specifications
- Negotiate contracts and contract changes and resolve contractual disputes
- Conduct analyses, prepare various reports, and make recommendations for improvement and minimization of risk to the Commission
- Analyze and solve problems
- Make effective oral and written presentations
- Plan, organize, and complete work within established deadlines
- Coordinate work and provide technical direction to staff
- Operate personal computer and standard office equipment effectively
- Establish and maintain effective communications with staff, consultants, vendors, management, public and private representatives, and other local agencies.

#### **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	Short and Long-Term Disability
<i>Classic: 2.7% @ 55 / PEPPRA: 2% @ 62</i>	9/80 Work Schedule
Up to \$600/month towards Medical Plans	Vacation
Dental & Vision fully paid by RCTC	Sick Leave
401(a) Money Purchase Plan	12 Holidays/Year
457 Deferred Compensation	Transportation Assistance Programs
\$100,000 Group Life Insurance	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**