



## EMPLOYMENT OPPORTUNITY

# CAPITAL PROJECTS MANAGER

### (Contract w/ full benefits)

**Salary Range: \$9,636 - \$13,009 per month**  
**(Pending approval of a 3.5% increase to range effective 7/4/19)**

**Application Deadline: Position is open until filled**

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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 general supervision, this contracted position manages all activities related to delivery of major highway and/or rail projects. Incumbents plan, organize, and support major transportation projects from initial project initiation through the construction process to insure compliance with State and Federal environmental statutes, California public contract codes, the Department of Transportation, and industry standards. The scopes of assignments managed are highly complex with large budget responsibilities and provide significant external oversight to external contractors, vendors, and suppliers.

This project management classification manages activities related to capital project delivery. Incumbents manage transportation capital projects and programs, as well as oversee the work of external and in-house consultants. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. Incumbents organize and oversee day-to-day activities and are responsible for providing professional-level support to the Project Delivery Director in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating program work for large transportation projects.

#### **Qualifications**

**Required:** A Bachelor's degree in civil engineering or a closely related field and at least five (5) years of professional engineering experience involving construction contract administration, program evaluation, project management, and various contract and administrative analyses, including experience involving transportation programs is required.

## **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of, or ability to obtain, a valid certificate or registration as a Professional Engineer (PE) in the State of California.

## **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, implements, and controls capital highway and/or rail projects that may be associated with but not limited to Measure A, the State Transportation Improvement Program (STIP), and other state and federal funding sources; ensures timely use of funds and adherence to program guidelines.
- Serves as a project manager on capital improvement projects, which includes providing oversight, analysis, and input through all phases of project development; coordinates preparation and compliance of project delivery schedules with consultants and project team; provides direction on a variety of technical issues to ensure successful completion of projects; investigates and resolves problems related to scope of work or cost issues; ensures that projects are completed on time and within budget.
- Incorporates principles of risk management as part of overall management of projects and programs; provides timely communication of project status and issues to Project Delivery Director.
- Oversees the development of consultant requests for proposals and qualifications for professional services; evaluates proposals and recommends project award; develops and reviews contract terms and amendments; ensures contractor compliance with RCTC standards and specifications and time and budget estimates; reviews and updates deliverables; analyzes and resolves complex problems that may arise.
- Reviews and monitors capital improvement plans; works with programming, right of way, and other staff in planning, funding, design, and related construction activities.
- Tracks project expenditures, reviews invoices for accuracy and consistency with contractual obligations, and recommends appropriate dispersals of allocated funds.
- Develops and manages fund programming and project budgets for federal, state, and local funds; prepares agenda items; communicates and assists local agencies in delivery of state and federally funded projects; resolves project delivery issues between local agencies and funding agencies.
- Develops, negotiates, and manages a variety of agreements and contracts with government agencies and private entities necessary for project development and execution.
- Approves and signs off on project documents, correspondence, and permits required for project completion.
- Develops, negotiates, and manages a wide variety of permits with federal, state, and local government agencies.
- Interprets and applies federal and state funding and project delivery laws, protocols, guidelines, standards, policies, and procedures to ensure RCTC compliance with program standards and intergovernmental funding requirements.
- Analyzes and evaluates construction-related claims and disputes; assesses or validates entitlement and quantification of damages to promote a successful resolution in an efficient and timely manner.
- Oversees the review, documentation, and approval of claims and invoices submitted against construction contracts.
- Monitors compliance with contract requirements and identifies areas of non-compliance and potential claims; interprets and applies contracting principles, applicable laws, regulations, and policies and procedures.
- Initiates and/or conducts meetings with contractors concerning construction contractual issues.
- Prepares or directs the preparation of various periodic and special reports; makes recommendations for improving operating procedures and policies.
- Provides updates and gives presentations on behalf of RCTC to City Councils and local business organizations.
- 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.
- Manages, coordinates, and completes other special projects as assigned.

- Performs other duties as required.

**Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of capital project development as applied to the environmental clearance, design, cost estimating, and construction of a wide variety of transportation systems.
- Principles and practices used in the acquisition of professional services in accordance with current California public contract codes, the Department of Transportation Standard Specification for highway and/or rail construction, federal, local agency, and industry standards.
- Principles and practices of environmental impact assessment and related regulatory processes.
- Fundamentals of environmental laws, source emissions analysis, air quality conformity issues, and financial analysis.
- Principles and practices of budget development and administration, contract administration, and sound financial management policies and procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures related to assigned area of responsibility.
- Recent and on-going developments, current literature, and sources of information related to the operations of assigned programs.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing RCTC in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and RCTC staff.

**Ability to:**

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex programs and projects, on time and within budget.
- Prepare and compose contracts, change orders, bid documents, and specifications.
- Negotiate contracts and contract changes and resolve contractual disputes.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and RCTC in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**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 / PEPR: 2% @ 62</i>	9/80 Work Schedule
Up to \$750/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)**

**4/2019**