



NEW EMPLOYMENT OPPORTUNITY

Roadway and Facilities Operations Manager

(Full-Time w/ Full benefits)

Salary Range: \$12,091 - \$16,322 per month (Effective July 9, 2026)

Application Deadline: July 29th, 2026 4PM

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 over 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. Join an amazing team at RCTC and help plan and deliver transportation solutions!

General Description:

Under general direction, plans, organizes, and oversees the operations and maintenance of the Express Lane program facilities and roadways, including managing traffic operations centers, incident management planning, safety planning, building and roadway maintenance and repairs, freeway service patrol services, and express lanes closures; provides comprehensive proposals and updates to the Deputy Director; directs work of contractors and coordinates activities with facility tenants and other department staff; provides highly complex and responsible support to the Deputy Director in areas of expertise; coordinates department safety program; supports or presents staff reports for Commission consideration; and performs related work as required.

This is a management classification responsible for oversight of operations and maintenance of Express Lane facilities and roadways, including 24/7, 365-day operations. 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 Deputy Director of Toll Operations Technology and Roadway in a variety of areas. Successful performance of the work requires an extensive professional background in project management, highway and building maintenance, and highway operations.

Qualifications

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Required: Equivalent to graduation from an accredited four-year college or university with major coursework, or a closely related field and a minimum of five (5) years of increasingly responsible professional experience in managing projects and managing highway and facility maintenance. Experience with management of traffic operations centers is preferred but not required.

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 and coordinates the maintenance of the Express Lanes and Toll Operations buildings.
- Performs analysis related to toll building and roadway maintenance and repair.
- Participates in the development and implementation of goals, objectives, policies, and priorities for toll programs.
- Serves as primary contact for incident management and communicates incidents according to Express Lanes incident management communication plan.
- Oversees operation of traffic operations centers ensuring contract staff adheres to standard operating procedures and effective communication with stakeholders.
- Works with RCTC multi-modal department to contract for Freeway Service Patrol (FSP) services; oversees FSP services and provides detailed reports on FSP activities for the Express Lanes.
- Serves as the point of contact for building tenant issues, addresses issues, and communicates timing of repair with the tenant.
- Maintains concise records of all maintenance and roadway operation activities and provides accurate and detailed reports of such activities.
- Attends contractor and project sponsor meetings; determines possible impacts to the express lanes; establishes permitted closure windows; coordinates closures with RCTC Traffic Operation Centers, external affairs and project teams; tracks revenue owed due to closures and coordinates invoicing for revenue reimbursement.
- Coordinates janitorial services and other maintenance contractors with RCTC Facility Administrator.
- Manages building access systems where provided by Toll Operations and coordinates building access with others when the building access system is provided by others.
- Ensures compliance with Building Owner Association CC & Rs.
- Oversees roadway improvement and sign design with consultant and Caltrans designers and engineers.
- Manages Caltrans encroachment permits and other permits required to perform required maintenance.
- Ensures compliance with city ordinances and regulations, Americans with Disabilities Act (ADA) requirements at buildings, and Caltrans maintenance standards and roadway operations practices.
- Serves as the point of contact with the Board of Association for the Corporate Terrace Circle Buildings.
- Manages maintenance of department vehicles.
- Develops and trains others on roadway safety programs.
- Develops scope of work, technical requirements, key performance indicators (KPIs) for requests for proposals; evaluates proposals and recommends project award; develops and reviews contract terms and amendments; directs contractors' work and ensures compliance with RCTC standards and specifications and time and budget estimates; reviews and updates deliverables; analyzes and resolves complex problems that may arise.
- Prepares staff reports, memos, and presentations for review by the Toll Operations Director and other RCTC management. Presents reports to various commissions, committees, and boards.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of operations and maintenance; research emerging products and enhancements and their applicability to RCTC needs.
- Monitors changes in laws, regulations and practices that may affect facility access and maintenance practices.
- Performs other duties as required.

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Organization and management practices as applied to the development, analysis, and evaluation of maintenance programs.
- Planning practices for developing short and long-range maintenance plans.
- Principles and practices of project management, facility maintenance, highway maintenance, traffic operations centers, incident management, and safety programs.
- Methods to effectively communicate to different audiences using different channels and methods.
- Principles and practices of budget development and administration, contract administration, and sound financial management policies and procedures.

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures related to assigned areas of responsibility.
- Recent and on-going developments, current literature, and sources of information related to highway and building maintenance.
- 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, project sponsors, contractors, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of service to building tenants.

Ability to:

- Manage and monitor complex programs and projects on-time and within budget.
- Respond to follow protocol and plans during emergency situations.
- Be on-call for after-hours activities.
- Manage maintenance and traffic operations programs.
- Manage contracts and direct contract staff.
- Write scopes of work and technical requirements.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Read and comprehend as-built drawings.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Develop detailed plans and standard operating procedures.
- Prepare clear and concise reports, plans, 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.
- Effectively communicate to different audiences using different channels and methods.
- 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:

While performing the duties of this class, an employee is regularly required to communicate, in person and by telephone; utilize office equipment; and reach with hands and arms while determining specifications or training and performing trade work. An employee is also required to assimilate written materials relevant to the position.

In addition, while performing the duties, employees of this class are regularly required to engage with effective communication skills; interpret schematic data; interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact effectively with staff, Commissioners, and others encountered in the course of work.

Ability to work in a standard office environment as well as dirty, dusty, odorous environments, on construction sites, in confined spaces, or roofs in the course of inspecting and monitoring the work of construction crews and/or staff.

Work is performed in and around traffic.

Summary of Benefits Available

CalPERS Retirement System <i>Classic: 2.7% @ 55 / PEPR: 2% @ 62</i> Up to \$1,938.10/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 Hybrid Work Schedule Vacation Sick Leave 13 Holidays/Year Transportation Assistance Programs Tuition Reimbursement Program
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**An RCTC employment application and resume must be
submitted for consideration by the application deadline.**

For more information, please visit www.rctc.org

7/2026