



JOB ANNOUNCEMENT

CLASS DEPT: ENGINEERING
CLASS LEVEL: DIRECTOR
CLASS TITLE: PROJECT DELIVERY DIRECTOR
STATUS: RETIRED ANNUITANT, EXTRA HELP
PAY RATE: \$79.00 – \$107.00 per hour

**THIS RECRUITMENT WILL REMAIN OPENED UNTIL FILLED
HOWEVER, FIRST CONSIDERATION WILL BE GIVEN TO
INDIVIDUALS WHO APPLY BY MAY 8**

SUMMARY OF RESPONSIBILITIES

The successful applicant is responsible for day-to-day oversight of capital project development and plans. This includes planning, project development, coordinating and directing of specific capital construction improvements. Under the administrative direction of the Executive Director, the Project Delivery Director will perform a full range of complex engineering work requiring the use of independent judgment and initiative in developing solutions to problems, interpreting general policies, and determining work assignments. The position may work with Caltrans, the Federal Highway Administration, Federal Transit Administration, Regional, County and Local partners, and regulatory agencies to facilitate/expedite project delivery.

This is a Retired Annuitant, extra help position for a limited duration under compliance of CalPERS.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following. The level of responsibility will vary depending on experience:

1. Manage specific complex capital project phases involving all modes of transportation systems (i.e. road, transit, bicycle and pedestrian);
2. Advise on the administration of consultant contracts, including program managers and project engineers responsible for delivering large highway projects (in coordination with Caltrans), transit projects, local road, bike, pedestrian projects and intelligent transportation system projects.
3. Provide executive level advisory support to NMTA leadership and project/program managers
4. Strengthen NMTA's strategic positions of major capital projects for successful funding and delivery through the Caltrans process
5. Enhance coordination and working relationships with Caltrans and regional partner

NVTA is an Equal Opportunity Employer

agencies

6. Extensive knowledge of federally funded contract administration and Caltrans Local Assistance Process
7. Participate in planning studies and makes recommendations regarding future public infrastructure needs; designs, implements, reviews and improves engineering, administration and operational procedures;
8. Provide engineering direction or play supporting role, including agency requirements related to capital improvements, to the public and other agencies.
9. Prepares and administers or assists in administration of capital project budgets;
10. Provide feedback and comments on federal, state, and regional transportation policy;
11. Represents agency at weekly Progress Meetings
12. Represent agency at regional and sub-regional meetings;
13. Provide project and plan oversight; and assist in the review of contract plans and specifications for constructability and sequencing analysis of project alternatives.
14. Provide support for construction management and inspection activities on projects for transportation capital projects of the Agency.
15. Support day-to-day administration of contracts for the construction work including review and comment on contractor applications, progress payments, change order requests and directives, and construction schedule updates.
16. Assist in the management of progress reporting, inspection reporting and project documentation requirements.
17. Work closely with project teams and coordinate in the field of the Agency's staff, field Inspectors, design staff, contractors and subcontractors. Handle routine correspondence with engineers, contractors and other stakeholders.
18. Effectively collaborate with project stakeholders to minimize and avoid claims. Analyze and assist in the negotiation of cost and time impacts associated with change orders and claims.
19. May review, analyze, and recommend all requests for construction contractor adjustments, claims and notices to Project Manager(s). Ensure adherence to applicable laws, codes, regulations and guidelines applicable to the construction industry.
20. Review and progress reports, invoices, disadvantage enterprise documentation and other reports required by the California Department of Transportation (Caltrans), Federal Transit Administration, and other public agencies with interest/oversight.
21. Ability to work flexible or extended work schedules on different projects that NVTA is involved in or oversees
22. Provide mentorship/coaching to NVTA engineering and project management staff
23. Prepare brief memoranda or summaries documenting key recommendations as requested
24. Perform related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education: Equivalent to a bachelor's degree from an accredited college or university with major coursework in civil engineering, architecture, construction or project management or closely related field.

Experience: A minimum of five (5) years progressively responsible professional engineering experience, with experience executing federally funded capital projects in a public agency setting and/or supporting local agency projects specific to Transit, and State highway projects. Extensive knowledge of Caltrans specifications, Local Assistance Procedure Manual (LAPM) procedures. Ability to use Bluebeam, Microsoft Office Suite and Project (or other Gantt chart program).

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of:

- Civil engineering principles and/or public sector project management, practices, and methods of planning, design, construction and maintenance of transportation projects with an understanding of transportation/traffic engineering and operations principles;
- Environmental compliance processes, including California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA);
- Emerging transportation technologies, specifically focused on highway and public transit operations.
- Principles and practices of general land use and transportation planning techniques;
- California Department of Transportation (Caltrans) Local Assistance Process
- Land surveying practices and principles;
- Project phasing and funding;
- Effective contract administration methods and procedures;
- Effective report and technical specification writing requirements and techniques;
- Understanding of internal controls appropriate for a public agency;
- Collaboration with individuals from other agencies and groups;
- Government protocols and processes.
- Engineering and construction management consulting principles and practices; specifically as a project manager, construction manager or related position. Requires working knowledge of heavy construction, including civil, structural, mechanical, and electrical construction practices; material testing procedures and requirements.

Ability to:

- Perform and/or direct preliminary engineering and final design work, including preparation of environmental documents, plans, specifications and estimates;
- Administer consultant contracts;
- Outline and analyze engineering data and prepare and complete comprehensive reports;
- Prepare clear and concise correspondence, reports, and recommendations.
- Represent the agency to a variety of boards, commissions, groups, other agencies and business, and the public.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships with staff, other agencies, the private sector, and the public.
- Operate a personal computer with word processing, spreadsheet, project management and database programs with competence in AutoCAD and ArcGIS

PHYSICAL DEMANDS

While performing this job, the employee is regularly required to walk; sit; use hands to handle objects; operate keyboards, tools, or controls; and make condition assessments. The employee may be required to work after hours and on an emergency basis, and attend meetings, conferences and seminars during work and non-work hours. The employee may be required to work under adverse conditions as in traffic, around heavy construction equipment and in inclement weather. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Able to lift 20 pounds, and handle office equipment.

APPLICATION PROCESS

This recruitment will remain open until filled. However, first consideration will be given to individuals who apply by **May 8th.** Additional information regarding the application and job description is available online at <http://www.nvta.ca.gov/careers>. Application packets may also be requested in-person at the above address. Résumés **will not** be accepted in lieu of a completed application packet.

SELECTION PROCESS AND TENTATIVE SCHEDULE:

All applications will be reviewed for minimum qualifications and only the best qualified will be invited to continue in the selection process. The selection process may consist of a practical/simulation exam (pass/fail), an oral interview, and the department interview.

Other Important Information:

It is important that your application show all the relevant education and experience you possess. Résumés submitted in lieu of an application will not be accepted. Applications will be rejected if incomplete.

If you believe you may need accommodations during the testing process, please contact Human Resources at (707) 259-8631.

A completed NVRTA application, along with any required documents to be submitted with your application (i.e. certifications, DMV printout, etc.), can be submitted by: (1) faxing to Human Resources at (707) 259-8638, (2) delivered/mailed to the Napa Valley Transportation Authority, Attention: Human Resources, 625 Burnell Street Napa, CA 94559 or (3) Email to: jobs@nvtta.ca.gov.