

JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

April 21, 2023

TITLE: Director, Project Delivery
EMPLOYMENT TYPE: Exempt
DIVISION: Planning, Grants, Real Estate and Transportation Authority
APPLICATION DEADLINE: **Sunday, May 14, 2023**
PAY RANGE: **\$3,171.29 - \$4,757.00 weekly (\$164,907 - \$247,361 estimated annual)**
WORK LOCATION: San Carlos, CA

JOB SUMMARY: The Director, Project Delivery reports to the Executive Officer, Transportation Authority and is responsible for overseeing the delivery of a wide array of transportation programs and projects funded through the Transportation Authority's Measure A and W sales tax programs.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Oversee the management and delivery of transportation capital projects and programs through environmental clearance, design, and construction/ implementation.
- Direct technical assistance efforts provided to local jurisdictions for TA funded projects.
- Monitor and track project delivery status and provide guidance and direction to Project Managers to resolve project issues.
- Develop and maintain capital delivery project best practice processes and procedures.
- Provide staff support to the San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA) related to the operation and maintenance of the US 101 Express Lanes in San Mateo County.
- Establish relationships and direct coordination and collaboration with stakeholders, including but not limited to local jurisdictions, the California Department of Transportation, the City/County Association of Governments of San Mateo County, and the Metropolitan Transportation Commission.
- Act as a member of Change Management Boards and represent the TA on technical advisory committees overseeing the development or construction of large transportation projects funded by the TA, such as Caltrain Electrification and Caltrain grade separations.
- Provide technical support on TA-led planning and policy efforts, collaborating on grant/funding strategies, and developing multi-modal projects.
- Supervise staff. Hire, mentor, and take appropriate corrective and/or disciplinary action. Ensure EEO and affirmative action policies and procedures are followed. Coordinate staff training and professional development, establish performance objectives, monitor and evaluate employee performance.

EXAMPLES OF DUTIES:

- Develop scopes of work and associated cost and schedule estimates for a wide variety of project development deliverables (.e.g., project initiation documents, environmental studies, design plans, and construction administration)
- Prepare, negotiate, and execute consultant contracts and cooperative agreements with external agencies.
- Oversee project controls activities, including developing progress reports for capital projects.
- Represent the TA in coordination meetings with Caltrans and local jurisdictions.
- Evaluate job performance of staff, including professional development through the identification of on-the-job and other professional development opportunities.

- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees, and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Works under the general supervision of the Executive Officer, Transportation Authority, who establishes goals and objectives and evaluates performance.

MINIMUM QUALIFICATIONS: Sufficient experience, training and/or education to demonstrate the knowledge and ability to successfully perform the essential functions of the position. In lieu of a degree, work-related experience that demonstrates the skills and experience necessary to perform this role will be accepted. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in Planning, Civil Engineering, Public Administration, or a related field.
- Seven (7) years full-time progressively responsible experience in civil project delivery, construction management, or public works project management experience.
- Four (4) years of experience in supervising professional and technical staff.
- Knowledge of Caltrans project delivery process.
- Must possess a valid California driver's license with a safe driving record.

PREFERRED QUALIFICATIONS:

- Registered professional civil engineer in the State of California.
- Familiar with principles of transportation planning, engineering, and project delivery.
- Effective oral and written communication skills.

SELECTION PROCESS MAY INCLUDE: The process will include a panel interview and may include written and skills test assessments or supplemental questions. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:

For additional information on SamTrans benefits, please visit, <https://www.samtrans.com/jobs>

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Paid Time Off:	Up to 26 days per year
Cafeteria Plans:	Medical, dental, vision care, group life insurance and more
Transportation:	Free Bus Transportation for employees and qualified dependents
Work Location:	Select positions are eligible to work remote up to 50% of the time
Pension:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none"> • Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation • New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

HOW TO APPLY:

- To apply, please visit the <https://www.samtrans.com/jobs>. Complete an online employment application by 11:59 p.m. on Sunday, May 14, 2023. A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308 or email written request to recruitment@samtrans.com.
- SamTrans celebrates diversity and is committed to creating an inclusive and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.