

JOB OPENING ANNOUNCEMENT

Apply On-line at <https://www.samtrans.com/jobs>

Employment Hotline 650-508-6308

July 14, 2023

TITLE: Program Manager
Sea Level Rise & Erosion Mitigation

EMPLOYMENT TYPE: Exempt (Full-Time)

DIVISION: Bus Operations Administration

APPLICATION DEADLINE: Sunday, August 6, 2023

PAY RANGE: **\$2,591 - \$3,899.00 weekly (\$134,739 - \$202,108 estimated annual)**

WORK LOCATION: San Carlos, CA

JOB SUMMARY: The Program Manager, Sea Level Rise & Erosion Mitigation Project reports to the Deputy Chief, Bus Fleet and Facilities and oversees the planning, design and construction phases of the Sea Level Rise and Erosion Mitigation Project (Project). The Project will implement recommendations from the SamTrans Adaptation and Resilience Plan which identifies, among other things, the vulnerability of the SamTrans North Base Maintenance Facility (North Base) to Sea Level Rise and flood and presents potential action alternatives to improve resilience. The project will also implement recommendations from the North Base Erosion Control Plan, which assesses the vulnerability of North Base to erosion and presents action alternatives to address this vulnerability.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Manage the scope, schedule, budget, and quality of the Project from initiation to closeout.
- Manage Project through planning, design, procurement, construction and reporting.
- Work with consultants and in-house staff in obtaining California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) clearances for the Project.
- Project manage consultant and in-house staff in formal reviews of design submittals, including engineering drawings, technical specifications, cost estimates and construction schedules.
- Oversee construction contract to ensure compliance with contract requirements.
- Manage coordination and communications with all stakeholders. Obtain input, collaborate, build consensus, and resolve issues if needed.
- Participate in SamTrans Board, Commission, Council, and Community Meetings.
- Supervise staff. Hire, mentor, and take appropriate corrective and/or disciplinary action. Ensure equal employment opportunities (EEO) and diversity, equity, and inclusion (DEI) policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

EXAMPLES OF DUTIES:

- Coordinate with local, state, and federal agencies working on sea level rise mitigation projects in San Mateo County.
- Oversee planning and environmental consultants to obtain required CEQA and NEPA clearances for the Project.
- Prepare work directives to engage design consultants and oversee design work.
- Oversee Consultants and Construction Management Staff during construction.
- Responsible for handover of completed Project to systems integration and operations staff.
- Investigate, evaluate, and resolve project issues.
- Identify root cause of issues. Determine and present appropriate solutions.
- Review cost estimates, monitor project schedules and budgets, monitor work in progress, approve, authorize, negotiate, and execute contract changes, consultant invoices and process payments.

- Evaluate job performance of staff, which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.
- Perform all job duties and responsibilities in a safe manner to protect oneself, 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 Deputy Chief, Bus Fleet and Facilities, 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 civil engineering, environmental engineering, or related fields.
- Five (5) years of full-time professional project management experience Civil, Structural, Coastal, Marine, or Transportation Engineering.
- Two (2) years of supervisory experience, in a full-time or project-based capacity

PREFERRED QUALIFICATIONS:

- Possess a current California Professional Engineer's License.
- Design and construction management experience in public agency capital projects.
- Possess effective written and verbal communication and presentation skills.
- Possess a California driver's license with a safe driving record.

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
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, August 6, 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.