



Position Details

Classification:
Supervising Transportation Engineer

Office:
Statewide Regional

Working Title:
Third Party Unit Manager

Location:
Sacramento

Position Number:
311-670-3155-005

HR Approval Date/Initials:
4/9/2026

CBID/Bargaining Unit: M09

Work Week Group: E

Tenure:
Permanent

Time Base:
Fulltime

Job Description Summary

Under the general direction of the California High-Speed Rail Authority's (Authority) Principal Transportation Engineer (PTE), the Supervising Transportation Engineer (Third Party Unit Manager) will provide direction and oversight of the development, management, and implementation of the Third Party activities required for the High-Speed Rail program. The incumbent will ensure the Third Party policies, procedures, and approaches are implemented with the highest legal and ethical standards during the planning, development, and operation of the project. The incumbent will provide oversight and direction to assigned teams, support the delivery of projects, and may represent the office in discussions with other functional units regarding operational and administrative elements of Third Party. The incumbent will oversee the development of work standards, monitor the attainment of those standards, establish consistent work processes, and ensure the development of a customer service-oriented office.

The incumbent performs highly complex assignments and independently performs coordination activities to relocate or remove utility facilities that are either in physical conflict or in violation of the department's utility accommodation policy for projects pursuant to established policies and procedures and applicable state and federal laws and regulations.

Duties

Percentage
Essential (E)/Marginal (M)

- 35% (E)
 - Responsible for managing all utility owner relocations for the program.
 - Reviews all utility relocations for contract compliance and verifies completion of work.

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- Manages the Authority's Third Party Section and ensures all necessary deadlines and expectations in responding to project partners, stakeholders, and community member inquiries related to the project elements in a timely manner.
 - Develops and implements office strategies and makes recommendations to the PTE and upper management on the Third Party Section's policies, procedures, performance, operations, and program issues.
- 30% (E)
- Serves as the point of contact between project development staff, consultants, local public agency project sponsors and utility owners throughout the planning, design, review, and approval stages of utility conflict identification and relocation plan development through construction and closeout.
 - Verifies positive location requirements for all high/low risk utility facility within the project limits.
 - Review of encroachment permits, high/low risk exceptions, design agreements, Notice to Owners, Utility Agreements, encroachment permits and Right of Way certification for proposed construction projects. Utility verification with all affected Utility Owners to include all work associated with.
 - Ensures that newly adopted policies and procedures are complied, conveyed, and instituted throughout the section.
- 20% (E)
- Develops and provides recommendations to the PTE and upper management on the formulation and administration of policies and long-term goals of the Third Party Section.
 - Provides periodic performance reports and updates on the status of various projects to the PTE and upper management.
 - Oversees and verifies property rights conveyance to Utility Owners to include recordation of deeds and verification that this recorded information has been entered on State Record maps. These property right conveyances include: Joint Use Agreements, Consent to Common Use Agreements, Director Deeds and Easements.
- 10% (E)
- Participates in the recruitment, hiring and training of the Third Party Section staff.
 - Performs contract management duties for Third Party Utility agreements by ensuring compliance with contract terms, approving invoices, resolving disputes, tracking budgets and expenditures, and overseeing timely contract closeout.
 - Supports analysis regarding resource utilization and office space needs, prepares special studies critical to the management of

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specific programs such as staffing needs, organizational analysis, and historical expenditure trends.

- Represents the Third Party Section on various task force and committees.
- Represents the Authority at meetings, events, activities relating to utility relocation process. Coordinates and facilitates utility meetings which can include verification, conflict, positive location, relocation, and construction related issues.
- May be responsible for overseeing other Third Party Units in the absence of the PTE and as business needs arise.

5% (M)

- Performs other job-related duties as required.
- This position occasionally travels statewide to other Authority’s offices and job sites for training, meetings, and events may be necessary.

Special Requirements

The checked boxes below indicate any additional requirements of this position.

License Required Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Type: Engineering	Conflict of Interest (COI) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Bilingual Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Language:	Contract Manager Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Medical Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Other Special Requirements Information:

License: Certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers.

Conflict of Interest: This position is designated under the Conflict-of-Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete form 700 within 30 days of assuming employment. Failure to comply with the Conflict-of-Interest Code requirements may result in disciplinary action.

Contract Manager: Ensures that assigned contracts and agreements are administered and managed in accordance with the applicable policies and procedures of the Authority, the State Contracting Manual (SCM) and the California Government Code (GC).

Knowledge and Abilities

Knowledge of: Various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence the impact of

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transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision; Department's Equal Employment Opportunity (EEO) and labor relations objectives; a manager's role in safety, health, EEO and labor relations and the processes available to meet these program objectives.

Ability to: Administer an engineering program; plan and direct the work of others; judge work quality and performance; prepare technical correspondence and complete, comprehensive reports; prepare articles for publication; address an audience effectively; analyze situations accurately and adopt an effective course of action; communicate effectively; effectively contribute to the Department's safety, health, EEO and labor relations objectives.

Desirable Qualifications

- Strong oral and written communication skills.
- The ability to logically organize and present information, identify problems, and formulate recommended actions.
- The ability to collaboratively confer with consultants and outside agencies, and to work effectively with others as a team member.
- The ability to perceive political and policy implications of actions that the Authority is considering.
- Experience in the management and oversight of large transportation projects.
- Experience leading a diverse technical team of engineers and other staff to provide guidance and ensure organizational goals are met.
- Experience in developing and implementing policies and procedures.
- Experience delivering utility relocations on a transportation or infrastructure program.
- Experience managing utility and third-party agreements, permits, and property rights for capital projects.
- Experience serving as the primary point of contact responsible for managing coordination among multiple stakeholders, teams, or organizations to achieve project or operational objectives.
- Knowledge and demonstrated experience in leading change and/or process improvements.
- Experience preparing reports and updates to present project status, provide recommendations, and identify risks to a large scale project.

Supervision Exercised Over Others

The incumbent will supervise engineering classifications that include Senior Transportation Engineers. The incumbent will also oversee consultant staff.

Public and Internal Contacts

The incumbent will have regular contact with various levels of staff at the Authority, consultants, vendors, contractors, staff at other state agencies, and the public.

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Employees must handle all situations and communications tactfully and respectfully to support the Authority's mission.

Responsibility for Decisions and Consequence of Error

This position is responsible for a program or function and is expected to carry out necessary activities without direction, except as new or unusual circumstance require. Errors in judgment or failure to carry out the responsibilities of this position could place the Authority in violation of state and federal requirements, which could negatively impact the Authority. The incumbent must exercise good judgment and make effective decisions to fulfill the position's responsibilities.

Physical and Environmental Demands

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. Employee must be able to focus for long periods of time, multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

Working Conditions and Requirements

- a. Schedule: Flexible schedules may be available for this position. Specific schedules will be set between the supervisor and the employee.
- b. Telework: Part-time telework is available for this position for California residents based on the requirements of the position.
- c. Travel: This position occasionally travels statewide to other Authority's offices and job sites for training, meetings, and events may be necessary.
- d. Other: N/A

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Acknowledgment and Signatures

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Incumbent Printed Name:	Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the incumbent named above.

Supervisor Printed Name:	Signature:	Date:
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