



**Position Details**

**Classification:**  
Transportation Engineer (Civil)

**Office:**  
Contracting

**Working Title:**  
Engineering Contract Manager Assistant

**Location:**  
Fresno

**Position Number:**  
311-615-3135-002

**HR Approval Date/Initials:**  
04/29/26 MH

**CBID/Bargaining Unit:** R09

**Work Week Group:** 2

**Tenure:**  
Permanent

**Time Base:**  
Fulltime

**Job Description Summary**

Under the direction of the California High-Speed Rail Authority’s (Authority) Supervising Transportation Engineer, the Transportation Engineer performs entry-level professional transportation engineering work to support the Authority. The incumbent assists with technical reviews, contract administration, and coordination across engineering and project management teams. Work assignments emphasize developing foundational engineering skills, learning state processes, and supporting the successful delivery of engineering work packages for the high-speed rail program.

**Duties**

Percentage  
Essential (E)/Marginal (M)

- 40% (E)
  - Assists with day-to-day contract administration tasks, including reviewing engineering deliverables, tracking deadlines, and supporting compliance with applicable standards and procedures.
  - Supports monitoring contractor performance and gaining familiarity with contract requirements.
  - Coordinates multidisciplinary engineering teams and learning how civil, structural, electrical, and systems components integrate into major transportation projects.
  - Assists with evaluating portions of technical proposals, supporting risk identification, and learning mitigation strategies.
  - Participates in meetings with Authority staff, consultants, and contractors to observe and support technical discussions and issue resolution.
  - Maintains organized contract files, tracking documentation, and supporting audit readiness activities.

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- Supports preparation of correspondence, meeting materials, and basic technical summaries.
  - Provides assistance in developing and implementing contract management tools and process improvements.
  - Supports cross-department communication to help align contract activities with project needs.
- 30% (E)
- Monitors progress of contractor work against approved schedules and quality requirements.
  - Participates in supervised site visits to observe field conditions, contractor work, and compliance with technical requirements.
  - Reviews engineering-related change orders or amendments to understand how contract scope evolves.
  - Supports the development of procurement-related materials and evaluation criteria.
  - Helps collect, organize, and maintain engineering data, spreadsheets, and databases for reporting and analytics.
  - Assists in preparing information required for audits and document requests.
  - Supports process improvement work by gathering data and participating in workflow reviews.
- 15% (E)
- Prepares technical reports, memos, and presentations for internal management and external stakeholders.
  - Helps review contractor quality assurance documentation for completeness and accuracy.
  - Supports review of contract terms to learn how they relate to engineering requirements and regulatory obligations.
  - Assists with routine administrative tasks such as scheduling, tracking deliverables, and supporting quality assurance activities.
  - Helps identify issues in contract performance documentation and suggests potential improvement approaches.
- 10% (E)
- Supports coordination with safety, environmental, and regulatory teams to understand how technical compliance is applied in large infrastructure projects.
  - Assists in scheduling and organizing training sessions, meetings, and technical workshops.
  - Helps prepare materials for Board meetings, team meetings, and other internal events.
  - Maintains confidentiality and assists with time sensitive tasks requiring attention to detail and discretion.

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- 5% (M) • Performs other job-related duties, as required.

### **Special Requirements**

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

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

Other Special Requirements Information:

*Conflict of Interest* – This position is designated under the Conflict-of-Interest (COI) 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 appointee is required to complete form 700 within 30 days of appointment. Failure to comply with the COI Code requirements may void the appointment.

### **Knowledge and Abilities**

Knowledge of: Basic principles of physics, chemistry, and mathematics as applied to civil engineering; engineering surveying; hydrology and hydraulics; stress analysis; mechanics; strength of materials; properties and uses of engineering construction materials; methods and equipment of engineering construction; engineering economics.

Ability to: Do simple mapping and drafting and make neat and accurate computations and engineering notes; prepare reports; establish and maintain friendly and cooperative relations with those contacted in the course of the work; communicate effectively.

### **Desirable Qualifications**

- Knowledge of engineering principles
- Engineering in-training certificate
- Ability to demonstrate effective oral and written communication and presentation skills.
- Ability to work independently and as part of a team.
- Proficiency with Microsoft, specifically Excel, and experience with other tracking software.
- Ability to work effectively under tight time constraints and changing priorities.
- Ability to prepare and review reports.
- Organizational skills
- Ability to communicate effectively with diverse and multi-disciplinary representatives from internal/external clients and stakeholders, government agencies, contractors, peers, and management to develop productive working relationships.

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**Supervision Exercised Over Others**

This position does not supervise staff but will assist with providing technical guidance to consultants, state staff, and other state and federal employees who work on the high-speed rail project.

**Public and Internal Contacts**

The incumbent is responsible for developing and maintaining positive relationships with all levels of staff within the Authority, as well as be the Authority's representative with the full range of internal and external groups and control agencies. The incumbent must communicate effectively with Authority managers and supervisors, interest groups and individual employees while generating solutions which further the Authority's mission. Incumbent may be required to have contact with state and federal governmental agencies, cities, counties, transportation commissions, consultants, other stakeholder groups, and the public.

**Responsibility for Decisions and Consequence of Error**

As an entry-level engineer, work is closely reviewed; however, accuracy and attention to detail remain essential to ensure smooth project delivery and compliance with Authority requirements. Errors may contribute to project schedule impacts or additional review workload.

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. The incumbent must be able to manage a heavy workload, work under pressure, meet inflexible timeframes, cope with changing priorities and organize a variety of assignments. Employee must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

The incumbent occasionally works outdoors at construction sites and may be exposed to dirt, noise, inclement weather, and extreme heat or cold. The terrain will have uneven surfaces and may include obstacles that may need to be stepped over or maneuvered around.

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**Working Conditions and Requirements**

- a. Schedule: A set schedule of Monday-Friday, 8:00AM-5:00PM is required for this position.
- b. Telework: Part-time telework is available for this position for California residents based on the requirements of the position.
- c. Travel: Occasional statewide travel is required to support meetings, site visits, inspection and acceptance.
- d. Other: The incumbent may be required to wear safety gear; a hard hat, a reflective vest, and boots acceptable to a construction environment.

**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:

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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