
Position Details**Classification:**
Supervising Transportation Engineer**Office:**
Planning and Engineering**Working Title:**
Project & Contract Manager/Engineering
Manager**Location:**
Statewide**Position Number:**
311-622-3155-002**HR Approval Date/Initials:**
4/6/26 SA**CBID/Bargaining
Unit:** M09**Work Week
Group:** E**Tenure:**
Permanent**Time Base:**
Full-time**Job Description Summary**

Under the general direction of the California High-Speed Rail Authority's (Authority) Principal Transportation Engineer (PTE), the Supervising Transportation Engineer (Sup TE) serves as the Project & Contract Manager/Engineering Manager for various planning, design, and construction projects including but not limited to civil works, stations, infrastructure engineering, rail engineering, facilities, tracks, and systems. The Sup TE is responsible for day-to-day management of all activities related to project, contract, and engineering management, project development, and delivery of assigned projects. The incumbent will work with the PTE to deliver and meet the goals and objectives of the assigned high-speed rail (HSR) projects. The incumbent is responsible for managing and ensuring that assigned contracts and agreements are managed in accordance with federal and State of California laws and regulations, the State Contracting Manual (SCM), the California Government Code (GC), contract provisions, and the Authority's policies and procedures.

Duties

Percentage

Essential (E)/Marginal (M)

40% (E) Project and Contract Management:

- Responsible for managing scope, schedule, cost, risks, quality and all other project/contract management activities for HSR projects for the Project Management and Administration Section.
- Develops and maintains project scope, schedules, cost estimates, and budgets for technical delivery of all assigned projects.
- Makes recommendations to the PTE on project development and delivery methods.

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- Make recommendations to the PTE to help resolve highly technical and politically sensitive issues.
- Responsible for managing internal and external stakeholders and advising PTE on sensitive administrative and inter-agency issues and public relations challenges.
- Serves as the contract manager and ensures consistent management of assigned projects/contracts in compliance with Authority's policies and procedures.
- Develops and provides weekly and monthly status reports for all assigned projects.
- Facilitates timely reviews of invoices for completeness and compliance with Authority's policies and procedures, State Contracting Manual (SCM), and the California Government Code (GC) and to avoid penalties under the California Prompt Payment Act.

30% (E) **Technical Leadership:**

- Responsible for managing, developing, and delivering assigned projects in accordance with the Authority's design standards, specifications, design criteria, and other technical standards relevant to the assigned projects.
- Manage design consultants work for assigned Track and Systems projects including but not limited to civil works, stations, infrastructure engineering, rail engineering, facilities, tracks, and systems. Ensure that consultants adhere to and maintain management plans.
- Oversee development and review of project engineering plans, engineering technical reports, and supporting project documents for quality and completeness.
- Provides support and coordinate submittal and technical reviews with Engineering Services Branch and other functional units within the Authority.
- Investigates engineering issues, conducts studies, and makes recommendations on technical engineering problems to ensure engineering deliverables are designed for safety and program/project purposes.
- Leads integrated project teams to develop Track and Systems projects compliant with project development and configuration management policies and procedures.
- Provides innovative technical approaches to meet project milestones and to ensure quality deliverables.
- Monitors and evaluates project development and accomplishments to ensure project readiness to progress through the staged project delivery and project development process.

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15% (E) **Collaboration:**

- Collaborate with internal project teams, cross-functional units, and stakeholders to resolve project issues in a timely manner.
- Support PTE in developing and delivering the project through Staged Delivery, Systems Development Life Cycle (SDLC), and other relevant procedures and presenting it to the decision-making authorities for approval.
- Escalate project risks, requirements, needs, and issues to the Principal Transportation Engineer and other functional units for timely resolution.
- Represents the Authority at meetings, committees, task forces related to technical engineering, configuration management, issue resolution, project progress, and project risk.
- Responsible for personnel matters, such as hiring, completing probationary and performance reports, maintaining attendance, timesheets, work schedules, and personnel files.
- Provides staff coaching and mentoring, informs employees of changes in procedures, policies, and current events.
- Assign and oversee work of subordinate engineers and consultant staff.
- Occasional travel statewide is required for this position for meetings and site visits.

10% (E) **Policy and Program Development:**

- Develop policies, processes, and procedures for day-to-day project management.
- Provide recommendations to the PTE on policies, procedures, and guidance required for effective program and project management, development, and delivery.
- Oversee development and review of policy documents related to technical and engineering issues.
- Initiates and drafts changes to configuration documents related to engineering design on assigned project. Coordinates project and configuration item changes with internal stakeholders.

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 checked="" type="checkbox"/> No <input type="checkbox"/> Type: Engineer	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: Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers is required.

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 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.

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Desirable Qualifications

- Knowledge of and ability in design, civil engineering, rail engineering, project management, project development and delivery, and construction of large, complex civil infrastructure, stations, rail, maintenance facilities, track, and systems projects.
- Knowledge and experience in design and construction procedures such as design-build, progressive design-build, CMGC, and other alternative delivery processes, for transportation projects.
- Experience in delivering different phases of project(s) such as planning, procurement, permitting, design, pre and post-construction for large infrastructure and rail projects.
- Experience in financial management of transportation projects such as capital costs, support costs, budgets, accruals, cash flow, transportation economics, grants, funding & financing.
- Experience leading, managing, collaborating and coordinating with 3rd party stakeholders including public, cooperating agencies, rail partners, regulatory agencies, cities, agencies etc.
- Experience leading and driving large cross-discipline team(s) such as environmental, engineering, Right-of-Way, rail operations, legal etc.
- Experience in providing leadership in contract management such as resolving claims and disputes, developing work plans, negotiating task orders, changing management and risk management.
- Demonstrated ability to develop annual workplans, monitor project expenditures and schedules, and provide direction to resolve project issues.
- Knowledge or familiarity with the American Railway Engineering and Maintenance-of-Way Association requirements pertaining to HSR systems.
- Demonstrated analytical and problem-solving skills with the ability to achieve positive results.
- Demonstrated management skills to direct an experienced professional staff.
- Ability to manage and administer architectural and engineering consultant contracts in accordance with applicable policies and procedures, the State Contracting Manual, and the California Government Code.
- Communicate effectively both orally and in writing with all levels of management and employees, external groups, and local governments.
- Ability to exercise a high degree of initiative, flexibility, and judgment.

Supervision Exercised Over Others

The incumbent supervises state staff in the Senior Transportation Engineer classification. Additionally, the incumbent provides technical advice and guidance to consultants, contractor staff, and other state and federal employees who work on the high-speed rail project.

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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. The incumbent will also have regular contact with state, regional, and local transportation providers, local jurisdictions, and other stakeholders. Employees must handle all situations and communications tactfully and respectfully to support the Authority's mission.

Responsibility for Decisions and Consequence of Error

The incumbent is responsible for a program or function and is expected to carry out necessary activities without direction, except as new or unusual circumstances require. Successful performance of the above-listed duties is essential to ensure that program delivery and project matters are resolved in an efficient and effective manner. Errors may have a significant impact on the internal and external operations of the Authority. Failure to perform these duties effectively could result in additional costs to the state to complete the HSR project and political embarrassment for the Authority in the event of improper handling of duties on the largest infrastructure project in the nation. The incumbent should exercise a high degree of initiative and independent judgment in regularly performing the most difficult duties.

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: Occasional travel statewide is required for this position for meetings and site visits.
- d. Other: None

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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