
Position Details**Classification:**
Supervising Transportation Engineer**Office:**
Contracting**Working Title:**
Supervising Construction Package
Contract Manager**Location:**
Fresno**Position Number:**
311-615-3155-007**HR Approval Date/Initials:**
07/08/26 MH**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, the Supervising Transportation Engineer serves as the contract manager for the high-speed rail program's Construction Packages. In this capacity, the incumbent oversees construction and design activities to ensure that a high-quality facility is delivered within the established cost, scope, and schedule. The position directs an oversight team and functions as the primary point of contact with the Project and Construction Management consultant and the Program Management Team on construction and design related matters to support completion of the Design Build (DB) contract in accordance with contract requirements, state laws and regulations, and the Authority's Project and Construction Management Manual.

The incumbent collaborates closely with the Project Manager, who provides the technical and engineering oversight, to ensure that contract requirements, design submittals, and construction activities align with project objectives. The incumbent also manages contract administration for highly complex design, construction, and systems contracts supporting the high-speed rail program, ensuring that deliverables meet performance, specification, and regulatory standards. This role further serves as a liaison between engineering teams, contract managers, consultants, and contractors to facilitate the successful execution of technically complex work packages.

Duties

Percentage

Essential (E)/Marginal (M)

- 40% (E) • Manages, implements, and administers the Authority's construction packages contracts. Ensures the development and allocation of proper resources to execute corresponding contracts and agreements

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in a timely manner. In conjunction with other Authority managers and state agencies, evaluates the performance of all consultant activities that are engaged in support of construction packages.

- Monitors contractor performance, reviews deliverables, and tracks deadlines to ensure timely and accurate completion.
- Negotiates technical contract terms, including performance criteria, testing requirements, and acceptance procedures.
- Provides change order control administration, including maintaining a tracking log. Provides administrative processing of change orders and associated revisions to Design-Build Contract documents, maintains control copies, and distributes to those assigned the conformed Design-Build Contract.
- Verifies timely and quality review of schedule submittals, including maintaining a tracking log.
- Maintains meeting minutes, reviews comments, invoices, logs, checklists, recommendations, and change order documentation.
- Coordinates with multidisciplinary engineering teams, both in-person and remotely, to ensure integration of civil, structural, electrical, and systems components.
- Evaluates contractor technical proposals, identifies potential risks, and recommends mitigation strategies.
- Leads technical discussions with contractors and consultants, both in-person and remotely, to resolve design and performance issues.
- Maintains contract files and databases to ensure audit readiness and transparency.
- Coordinates with project managers, procurement staff, and legal counsel on contract terms, scope changes, and dispute resolution.
- Drafts, edits, and reviews correspondence, meeting materials, and reports related to contract performance.
- Develops and implements contract management policies, tools, and training programs.
- Facilitates communication between internal departments to align contract execution with project objectives.
- Stays abreast of the new trends and tools in employee development and periodically evaluates ongoing programs to ensure that they reflect any changes and meet all statutory requirements.
- Contributes to the strategic development of the Authority's policy and training requirements by regular participation in remote or in-person strategy meetings and establishes and manages processes.
- Assists with compiling information for leadership and in compiling data for audit readiness, monthly reports, and special projects.
- Prepares correspondence, including memos, emails, and other communications for a varied audience to support training, policy

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implementation, and day-to-day activities. Acts as a communications liaison with the Authority's leadership, as required.

- Collaborates cross-departmentally to align operations with organizational objectives.
- Responds to inquiries or refers them to the appropriate team member.

30% (E)

- Monitors the contractor's technical performance and progress to ensure compliance with the approved schedule, quality requirements, and contract provisions.
- Conducts construction and field site visits to observe work activities and verify technical performance and contract compliance.
- Supports the Authority's risk management program by maintaining logs of DB Contract risk mitigation activities, performing cost and schedule risk analyses, and providing recommendations.
- Provides input to the Authority's Risk Manager for updates to the Risk Register and track the progress and effectiveness of risk mitigation activities performed by both the Design Builder and the Authority.
- Manages Small Business Enterprise (SBE) and Disabled Veteran Business Enterprise (DVBE) utilization reports, subcontractor substitutions, approved subcontractor logs, dispute and claims documentation, annual DB compliance assessments, contract closeout records, meeting minutes, contract amendments, invoice review, and budget and schedule reporting.
- Reviews and verifies monthly invoices in coordination with field personnel to ensure proper documentation, contract compliance, and accuracy of reported deliverables.
- Supports the resolution of technical disputes and claims by providing analysis, documentation, and recommendations.
- Reviews and approves engineering related change orders and amendments to ensure alignment with project goals and technical requirements.
- Contributes to the development of technical sections of procurement documents and evaluation criteria for future contracts.
- Analyzes contract workflows—both in person and remotely—to identify opportunities for process improvement and increased efficiency.
- Participates in strategic planning with Supervising Transportation Engineers, Principal Transportation Engineers, and contract managers to develop performance strategies and project objectives.
- Provides documentation and responses to auditors and other oversight bodies as required.
- Prepares spreadsheets, documents, and correspondence to support staff and meet client requirements.

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- Collects, organizes, and maintains data, reports, spreadsheets, and databases for analytical and performance reporting.
- Evaluates program performance and provides recommendations for process improvements to enhance efficiency and streamline project deliverables
- Compiles data and prepares reports for oversight bodies, auditors, and executive management.
- Resolves contract compliance issues by gathering documentation and coordinating corrective actions.
- Supports the onboarding and development of junior personnel by providing both in-person and remote training and instruction in accordance with laws, rules, and departmental procedures.
- Assigns and distributes work; schedules, coaches, counsels, tutors, and mentors employees; approves or denies leave requests; recommends and completes personnel actions; conducts performance reviews; signs timecards; and develops and ensures implementation of effective training plans for all assigned staff.

15% (E)

- Prepares technical reports, memos, and presentations for management, oversight bodies, and stakeholders.
- Evaluates complex management controls; determines criteria; analyzes, reviews and validates evidence; identifies issues; and makes recommendations to improve compliance.
- Executes day-to-day business administrative duties including real-time workflows, scheduling, reporting and quality assurance.
- Supports the Authority, stakeholders, and contract managers in the development and revision of compliance policies and procedures, ensuring accuracy, alignment with industry standards and regulatory requirements.
- Reviews contractor quality control and quality assurance documentation for accuracy and completeness.
- Reviews contract terms and conditions to ensure adherence to applicable statutes, regulations, and Authority policies.
- Assists in quality assurance reviews, both in-person and remotely, of contract deliverables and payment requests.
- Identifies performance gaps and recommends solutions to enhance contract compliance and efficiency.
- Provides support with agency reporting requirements (for example, FRA).

10% (E)

- Ensures technical compliance by coordinating with safety, environmental, and regulatory teams.
- Coordinates and delivers technical training for staff.

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- Supports leadership operations, manages confidential information, and prepares materials and logistics for Board and internal meetings.
- Addresses complex technical and administrative issues; serves as a technical expert and directs construction management staff.
- Reviews progress payments and DB cost accounting for compliance and accuracy.
- Makes personnel recommendations and decisions regarding staffing actions.
- Conducts occasional statewide travel for meetings, site visits, inspections, and acceptance activities.
- Collaborates with safety, environmental, and regulatory teams to ensure technical compliance with applicable laws and standards.

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 ☒ No ☐	Conflict of Interest (COI) Yes ☒ No ☐	Bilingual Required Yes ☐ No ☒	Contract Manager Yes ☒ No ☐	Medical Required Yes ☐ No ☒
Type: Engineering		Language:		

Other Special Requirements Information:

License Required – Possession of a valid certificate of registration for 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 (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.

Contract Managers – 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).

Managers of Contract Managers – Provides strong oversight of subordinate contract managers, holding them accountable for ensuring that assigned contracts and agreements are administered and managed in accordance with the applicable policies

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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.

Desirable Qualifications

- Knowledge of the Authority's mission and goals.
- Knowledge of principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups.
- Experience and knowledge of reviewing of principles, practices and trends of federal, state and local government processes, public administration, organization and management, including all applicable federal codes and regulations.
- Ability to plan, organize, coordinate resources and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices.
- Ability to analyze complex problems and recommend effective courses of action; prepare and review reports.
- Experience and knowledge in developing internal policies and procedures to ensure consistency.
- Ability to demonstrate leadership and resolve problems quickly and tactfully.
- Ability to work effectively under tight time constraints, changing priorities, and the pressure of multiple deadlines.
- 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.
- Ability to demonstrate effective oral and written communication.

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- Experience and knowledge in preparing technical correspondence and reports.
- Experience with the development, interpretation, and administration of contract language.
- Experience with providing technical training to audiences of various skillsets.
- Extensive experience in large-scale transportation project delivery.
- Ability to integrate technical expertise with contractual and administrative functions.

Supervision Exercised Over Others

The incumbent will supervise employees in the Transportation Engineer, , and Analyst II classifications. This position will also oversee and provide guidance to consultant and contractor staff.

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 that 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. The incumbent represents the Authority at meetings and through correspondence.

Responsibility for Decisions and Consequence of Error

This position is responsible for a function and is expected to carry out necessary activities without frequent direction. Errors may significantly impact the Authority's internal and external operations. Successful performance of the above-listed duties is essential to ensure that program delivery and project matters are resolved efficiently and effectively. Failure to perform these duties effectively could result in additional costs to the state in completing the high-speed rail project and political embarrassment for the Authority in the event of improper handling of duties on the nation's largest infrastructure project. 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 to sit for long periods at a computer screen. The employee must be able to focus for long periods of time, multitask, adapt to changes in priorities, and complete tasks or projects on 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. The employee must develop and maintain

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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.

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: 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:

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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