
Position Details**Classification:**

Senior Transportation Engineer

Office:

Statewide Regional

Working Title:

Third Party Agreements Lead

Location:

Fresno

Position Number:

311-670-3161-003

HR Approval Date/Initials:

7/16/26 MA

**CBID/Bargaining
Unit:** R09**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) Supervising Transportation Engineer (Third Party Manager), the Senior Transportation Engineer (Third Party Agreements Lead) will act in a lead capacity responsible for planning, monitoring, expediting, and tracking activities and agreements with Third Party agencies required for the high-speed rail project. Responsibilities include overseeing the development of agreements for the identification and relocation of all related utilities in coordination with various utilities owners; resolving any issues with utility owners, including railroad entities; managing Third Party utility relocation activities; and negotiating Third Party agreements.

Duties

Percentage

Essential (E)/Marginal (M)

- 35% (E)
- Provides technical oversight and works in partnership with the consultant team; assists the Third Party Manager, with drafting agreements, preparing funds requests, and presenting to appropriate Authority committees.
 - Reviews and analyzes agreement terms and conditions, and related issues; develops a practical course of action within legal constraints and the Authority's policies.
 - Provides technical review and understanding of utility agreements, engineering plans, and construction schedule/sequencing to

*The employee's final assigned office location will be indicated on their job offer letter.

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- effectively communicate the project need with Authority staff, the Authority's Third Party Section teams, and stakeholders.
- Participates in early negotiations with utility owners and irrigation districts to detail design requirements, timelines for design and construction, and cost responsibility.
- 30% (E)
- Ensures that assigned agreements are administered and managed in accordance with the applicable policies and procedures of the Authority, the State Contracting Manual, and the California Government Code.
 - Ensures all aspects of Third Party utility agreement terms and conditions are completed within scope, cost, schedule, budgeted resources, and Authority's standards and practices.
- 20% (E)
- Monitors and tracks Third Party utility agreements in relation to Authority's construction projects in coordination with the Authority's Real Property and Third Party Branch and consultants. Provides support in the areas of ROW engineering schedule coordination, potential ROW environmental impacts, and changing Real Property and Third Party Branch needs.
 - Advises the Third Party Manager and ROW management on a full range of issues related to Third Party utility activities.
- 10% (E)
- Represents the Authority at meetings, events, and activities relating to utility relocation process. Coordinates and facilitates utility meetings which can include verification, conflict, positive location, relocation and construction related issues.
 - Assists the Third Party Manager in Third Party utility negotiations.
 - This position occasionally travels statewide to other Authority's offices and job sites. Occasional statewide travel for training, meetings, and events may be necessary.
- 5% (M)
- Performs other job-related duties.

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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: Possession of a valid 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.

Knowledge and Abilities

Knowledge of: Various phases of transportation engineering, including planning processes and methods, systems planning, evaluation of alternatives, and facility locations and design, construction, operation and maintenance; transportation economics and financing; project management concepts; 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) Program objectives; a supervisor's role in EEO, health and safety and labor relations programs and the processes available to meet their objectives.

Ability to: Plan and direct the work of others; analyze situations accurately and adopt an effective course of action; make effective presentations; prepare correspondence and reports; communicate effectively; effectively contribute to the Department's EEO objectives.

Desirable Qualifications

- Strong written and oral communication skills.
- Ability to exercise a high degree of initiative, flexibility, judgment, and confidentiality.
- Ability to operate independently, but with the judgment to know when to ask for assistance and guidance from a supervisor or colleague.

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- Ability to represent the Authority in dealings with other government agencies and private entities in a way that reflects well on the Authority.
- Dependable, punctual, excellent attendance.
- Knowledge of rail operations and relevant policy issues.
- Ability to prepare correspondence involving the inclusion of recommendations for practical courses of action.
- Exercise good judgment and calm professionalism in all situations.
- Knowledge in right-of-way engineering, surveying, and land use coordination.
- Experience in working, developing, and maintaining relationships with stakeholder and local agencies, including managing consultant relationships.
- Experience in leading change and/or process improvements.
- Experience with third party utilities coordination and/or operations.
- Experience developing and reviewing third party agreements.
- Knowledge in ROW acquisition process, procedures, and schedule.
- Knowledge in ROW engineering and utilities.

Supervision Exercised Over Others

This position will not supervise but will oversee and provide technical assistance and guidance to consultants and other state and federal employees who work on the high-speed rail project. The incumbent may serve in a lead capacity on individual projects over other Authority and 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. 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 circumstances require. Errors may have a significant impact on the internal and external operations of the Authority. 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 to complete the high-speed rail project and negative political consequences 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. 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.

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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 may be 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. Occasional statewide travel for training, meetings, and events may be necessary.
- d. Other: N/A

Acknowledgement 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.)

Employee Printed Name:	Signature:	Date:

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor Printed Name:	Signature:	Date:

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