

Position Details**Classification:**

Supervising Transportation Engineer

Office:

Statewide Regional

Working Title:

Third Party Unit Manager

Location:

Fresno

Position Number:

311-670-3155-007

HR Approval Date/Initials:

MA 7/16/26

CBID/Bargaining

Unit: E59

Work Week

Group: E

Tenure:

Permanent

Time Base:

Full-time

Job Description Summary

Under 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 leadership to the Authority's Third Party teams responsible for the planning, directing, monitoring, expediting, and tracking the Third Party Early Works Unit activities required for the High-Speed Rail project. The Third Party Unit Manager 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 Third Party teams and support delivery of projects and may represent the office in discussion 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.

Duties

Percentage

Essential (E)/Marginal (M)

- 35% (E)
- Provides strategic leadership and oversight of Third Party Early Works activities by setting a clear vision, developing plans to achieve goals, assigning and adjusting work priorities, monitoring progress, redistributing workloads, and securing timely extensions as needed to ensure timely, productive results.
 - Communicates effectively with internal and external stakeholders to support teamwork, collaboration, and achievement of Third Party Early Works Unit objectives.

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- Reviews and analyzes issues related to Third Party Early Works and develops a practical course of action within legal constraints and Authority policies.
 - Develops and provides recommendations to the PTE and upper management on the formulation and administration of policies and long-term goals of the Early Works Unit.
 - Participates in Third Party Early Works issue resolution, prepares status reports, develops and maintains project tracking systems for issues and resolutions, and addresses needs in a timely manner.
- 30% (E)
- Oversees the review and tracking of early works schedules to verify readiness, proper sequencing, and alignment with established milestones for the Third Party Early Works Unit and the Authority.
 - Coordinates with cross functional teams to ensure early works activities are fully integrated into the overall project plan.
 - Oversees and ensures coordinated engagement among project teams, consultants, local agencies, and utility owners throughout all early project development phases.
 - Provides periodic performance reports and updates on the status of various projects to the PTE and upper management. Identifies any conflict areas, recommends solutions, and seeks concurrence through the Authority's senior management structure.
 - Manages decisions to meet Third Party Early Works Unit goals and ensures responsible functional managers are engaged in the resolution of issues.
 - Ensures that newly adopted policies and procedures are conveyed and instituted throughout the Third Party Early Works Unit.
- 20% (E)
- Provides oversight and direction of consultants by assigning tasks, monitoring progress, and adjusting priorities to ensure timely, high-quality delivery aligned with Authority standards and project objectives.
 - Ensures uniform interpretation of laws, rules, regulations, policies, and procedures.
 - Verifies positive location requirements for all high/low risk utility facility within the project limits.
- 10% (E)
- Provides oversight and coordination of Third Party Early Works permitting activities related to new facilities.
 - Coordinates with other functional teams to ensure early works land/right-of-way and other procurement needs are integrated into the overall plan and schedule.
 - Performs contract management duties for Third Party Utility agreements by ensuring compliance with contract terms, approving

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invoices, resolving disputes, tracking budgets and expenditures, and overseeing timely contract closeout.

- Participates in the recruitment, hiring and training of the Third Party Early Works Unit staff.
- Directs analysis regarding resource utilization and office space needs, prepares special studies critical to the management of specific programs such as staffing needs, organizational analysis, and historical expenditure trends.
- Represents the Third Party Early Works Unit and the Authority on various task force committees, at meetings, events, and activities relating to early works.
- May be responsible for overseeing other Third Party Units as business needs arise.

5% (M)

- Performs other job-related duties as required.
- Occasionally travels statewide to other Authority's offices and job sites. Occasional statewide travel for training, meetings, and events may be necessary.

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

Conflict-of-Interest (COI): 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

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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

- Strong oral and written communication skills.
- Strong leadership and conflict resolution skills.
- Ability to collaboratively confer with consultants and outside agencies, and to work effectively as a team member.
- Ability to logically organize and present information, identify problems, and formulate recommended actions.
- Ability to review and implement policies in an office or organization.
- Ability to perceive political and policy implications of actions under consideration.
- Knowledge and demonstrated experience in leading change and process improvements.
- Ability to coordinate with multiple stakeholders to complete project work.
- Ability to administer complex contracts to ensure they are administered appropriately and in compliance with applicable requirements.
- Experience in the management and oversight of large transportation projects with multiple stakeholders.
- Knowledge of project management principles, including scope, schedule, and budget control.
- Experience organizing workloads, planning, directing, and making decisions.
- 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 of utility relocation processes and third party coordination.
- Experience in developing policies and procedures.
- Experience managing complex project issues, resolving conflicts, and providing recommendations to management

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- Experience in contract management and contract dispute resolution processes.
- Experience leading transportation and/or infrastructure projects.

Supervision Exercised Over Others

The incumbent does not supervise staff, however, will oversee and direct the workload of consultants and act as a lead on team and special projects.

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, utility owners, 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 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. Errors in judgement and decisions can also adversely affect project delivery; affect compliance with pertinent laws, regulations, guidelines; cause adverse publicity; cause legal actions against the Authority; and cause a loss of Federal funds and decreased regional productivity. Failure in any area of performance could cause the loss and/or delay of Federal reimbursement, over run allocated funds, and could delay project delivery.

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, manage multiple tasks, 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

- Schedule: Flexible schedules may be available for this position. Specific schedules will be set between the supervisor and the employee.
- Telework: Part-time telework is available for this position for California residents based on the requirements of the position.
- 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.
- 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:

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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