

Position Details**Classification:**

Senior Transportation Engineer

Office/Branch:

Planning and Engineering

Working Title:

Deputy Project Manager

Location:

Sacramento

Position Number:

311-646-3161-002

HR Approval Date/Initials:

10/16/26 SA

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 (Sup TE), the Senior Transportation Engineer (Sr TE) serves as the Deputy Project Manager for various planning, design, and construction projects including but not limited to civil works, stations, infrastructure engineering, rail engineering, facilities, and track and systems. The Deputy Project Manager is responsible for day-to-day management of all activities related to project and engineering management, deliverables management, and delivery of assigned projects. The incumbent works with the Sup TE to deliver and meet the goals and objectives of the assigned high-speed rail (HSR) projects. The Deputy Project Manager performs difficult and complex engineering work relating to specialized projects, planning, and operations of transportation systems and provides technical oversight of consultants and project team. The Deputy Project Manager also 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), the California Government Code (GC), and all relevant federal and State of California laws, regulations, and contract provisions, and coordinates closely with other contract administration and management staff.

Duties

Percentage

Essential (E)/Marginal (M)

30% (E) **Project Management**

- Responsible for managing scope, schedule, cost, risks, quality and all other project management activities for HSR projects for the Planning and Engineering Office.
- Works with project manager to ensure that the projects are managed in compliance with Authority's policies and procedures. Supports project

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manager in preparing scope of work, task orders, cost estimates, and to resolve complex technical issues to maintain schedule and budget.

- Oversees technical design for engineering plans, calculations, and reports, including performing a programmatic review of technical submittals to ensure product quality and conformance with applicable design criteria, directive letters, specifications, contract constraints, and applicable laws.
- Plans and checks work, gives instructions and assistance, maintains discipline, makes decisions, and handles difficult technical and administrative problems in connection with directing the work of contracted engineers and others, as well as projects.
- Coordinates with local agencies and private utilities regarding impacts of the Authority's project with their facilities.
- Serves as lead for project documents and design submittal reviews. Coordinates with partner agencies, facility owners, and internal and external stakeholders for conducting technical reviews and to ensure HSR requirements and interests are met.
- Coordinates with Authority's offices for the development, delivery, and implementation of projects and third-party coordination, necessary for the disposition of impacted facilities.
- Coordinates with local agencies and private utility agencies regarding impacts of the Authority's project on their facilities. Executes contracts to ensure that the mega project does not cause disruptions to their infrastructures. Works with the Contracting Office to ensure the projects/contracts are managed in compliance with Authority's policies and procedures. Supports contract manager in resolving contract related issues, needs, and requirements.
- Develops and provides weekly and monthly status reports for all assigned projects.

30% (E) Technical Leadership:

- Serves as a deputy project manager for assigned tasks, and ensures that assigned projects are completed within scope, cost, schedule, budgeted resources, and departmental standards and practices.
- Takes lead and works independently to manage assigned sub-projects or tasks. Supports Sup TE in management of assigned projects.
- Supports project development efforts to deliver Authority's projects from initiation through construction.
- Develops task orders, cost estimates, technical memos, project schedules, and weekly and monthly progress reports.
- Develops detailed reports with supporting documents to initiate or draft changes to configuration items related to engineering design.

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- Performs analysis and interpretation of reports, studies, and plans to interpret structural engineering codes, third party, and local agency design and engineering requirements.
- Identifies project risks and helps to identify mitigation as needed.

25% (E)

Collaboration:

- Ensures consistent management of assigned contracts and works with other managers and supporting staff.
- Facilitates timely reviews of invoices for completeness and compliance with the Authority's policies and procedures, SCM, and GC and to avoid penalties under the California Prompt Payment Act.
- Performs complex, comprehensive, and detailed analysis of invoices with the contract and project management team and approves/disputes invoices. Analyzes and recommends resolution of disputes.
- Prepares and tracks project deliverables and performs required independent quality assurance and verification inspections of deliverables.
- Develops and provides recommendations to Sup TE for execution of contract task orders.
- Works closely with the project team to monitor the timely completion of project and task order scope, cost, schedule, quality, risk elements, and deliverable requirements, and makes recommendations for resolution of contract discrepancies.
- Evaluates the performance of contractors.
- Verifies that contractors have fulfilled all contract requirements, including the receipt of deliverables, prior to approving final invoices by working closely with the project management team.
- Provides strong oversight and guidance to consultants performing a wide variety of professional engineering work under contract with the Authority related to the HSR project, holding them accountable for ensuring that assigned contracts and agreements are administered and managed in accordance with the applicable policies and procedures of the Authority, the SCM, and the GC.
- Manages and/or monitors contract expenditures and availability of funds to ensure that all work is performed within the contracted amounts and all contractual requirements of assigned contracts are met, meeting with Audits and Legal as required.
- Supports the Project Manager in assessing the need for contract amendments, renewals, or new contracts to meet the business needs of the Region, including development of financial justification documents and business cases for Project Development Committee/Business Oversight Committee review and approval.

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- 10% (E)
- Performs reviews of project and contract files to ensure that complete and comprehensive files, including records and logs of communication with contractors, are maintained with the assistance of the Contract Administrative Support Unit (CASU) staff.
 - Ensures appropriate file management showing project and contract adherence to subconsultant and small business requirements, overhead and escalation applications, master resource lists, and overall contract administrative requirements to create auditable documentation of contract history with the assistance of the CASU staff.
 - Represents the Authority at meetings, committees, task forces related to coordinating of utility and local facility relocations, issue resolution, project progress, and project risks.
 - Occasional travel statewide is required for this position for meetings and site visits.
- 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: Engineer		Language:		

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

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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, 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) 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

- Well-rounded knowledge of project development, specifications, design, construction, and maintenance techniques for engineering and construction of transportation infrastructure projects.
- Knowledge of state contracting procedures, reviewing invoices, performance monitoring of contracts/contractors such as professional services, construction, and maintenance agreements.
- Ability to negotiate, analyze, and prepare agreements with the consultants or other public entities.
- Experience in design and construction procedures including design-build and other alternative delivery processes for transportation projects.
- Excellent communication and negotiating skills, both written and oral, and the ability to work cooperatively with stakeholders, other governmental agencies, and individual citizens. Ability to create and deliver presentations to project teams, coworkers, and executive management.
- Strong knowledge and ability to perform office applications, word processing, spreadsheets, presentations, take minutes at meetings, and prepare meeting calendars.
- Ability to analyze and develop solutions for difficult and technical problems, preferably relating to HSR projects.
- Experience managing risk identification, risk tracking, and risk mitigation.
- Experience with design and civil engineering on transportation infrastructure projects.
- Experience with construction on transportation infrastructure projects.

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- Experience with project development and delivery, project management of transportation infrastructure projects.
- Experience reviewing invoices & progress reports, tracking progress and monitoring performance of contracts/contractors.
- Experience in analyzing, negotiating and preparing agreements.
- Experience in collaborating with interdisciplinary teams, project delivery functional units, Third Party stakeholders and agencies.
- Experience of managing and administering architectural and engineering consultant contracts in accordance with applicable policies and procedures, State Contracting Manual, CA Gov Code.
- Experience in design and construction procedures including design-build and other alternative delivery processes, for transportation projects.

Supervision Exercised Over Others

This position will not supervise staff but may act in a team lead capacity and will oversee and provide technical assistance and guidance to consultants, staff, and other state and federal employees who work on the HSR project. On individual projects, the incumbent may serve in a lead capacity 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

Under the general direction of the Sup TE, incumbent is responsible for monitoring and oversight of various types of contracts. The employee is responsible for a program or function and is expected to carry out necessary activities without direction, except as new or unusual circumstances require. Failure to use sound engineering judgment and contract management skills may put the project delivery at risk and cause potential delays. Delays could result in increased costs and loss of confidence by the public investors and legislators in the Authority's ability to complete the project as scheduled and budgeted. Errors impact the HSR project's quality, safety, and stability and may jeopardize the overall safety to all who will use the HSR in the future. The incumbent shall exercise a high degree of initiative and independent judgment by regularly performing the most difficult duties with due diligence. Successful performance of the above-listed duties is essential to ensure that program delivery and project matters are resolved efficiently and effectively.

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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: A set schedule of Monday-Friday 8:00 AM – 5:00 PM 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 travel statewide is required for this position for meetings and site visits.
- d. Other: None

Acknowledgement and Signatures

I have read and understand the duties listed above and can perform those 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:
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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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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.

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- d. Other: None

Acknowledgement and Signatures

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Employee Printed Name:	Signature:	Date:
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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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