CALIFORNIA High-Speed Rail Authority

Job Description

Position Details

Classification:
Senior Transportation Engineer

Office:
Contracting

Working Title:
Capital Contract Procurement Engineer

Location:
Sacramento

Position Number:
311-615-3161-005

HR Approval Date/Initials:
10/1/2026 MH

CBID/Bargaining Unit: R09

Work Week Group: E

Tenure:
Permanent

Time Base:
Fulltime

Job Description Summary

Under the general direction of the Supervising Transportation Engineer, the Senior Transportation Engineer is responsible for supporting the effectiveness of High-Speed Rail Authority's (Authority) contract procurements. The Senior Transportation Engineer will perform a variety of complex engineering analytical tasks requiring a high degree of independent action, initiative, discretion, and tact to support the efficient and effective completion of procurement processes for the Authority's civil contracts. The incumbent will provide support and technical expertise to the Supervising Transportation Engineer in collaborating with various levels of management and Authority functions to ensure compliance with the State Contracting Manual, Government Code, Public Contract Code, and Authority policies and procedures.

Duties

Percentage
Essential (E)/Marginal (M)

40% (E)

- In collaboration with a Contract Manger, manages the functions and processes in the preparation of Expressions of Interest (EOI), Request for Qualifications (RFQ) and Request for Proposals (RFP); advertisements to potential bidders and suppliers; pre-bid meetings and/or industry forums; alternative technical concepts (ATCs); meetings; evaluation of qualifications and proposals to execution of the contract.
- Reviews all procurement packages to ensure technical and functional adequacy, conformance with engineering criteria, feasibility of construction, and satisfaction of Authority needs.
- Compares prices, specifications, and delivery dates to determine the best acquisition method, while preparing all Pre-Award/Pre-Solicitation documentation.

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- Supports the primary advisor (Supervising Transportation Engineer) on all matters relating to civil contracts and procurement for the Authority.
- Monitors work progress and ensures goals and deadlines are maintained. Provides progress reports, in person and virtual training, and guidance in completing required deadlines and meeting assigned goals.
- Attend all meetings in person and remotely as directed by leadership.
- Uses sound engineering principles to track lessons learned and support continuous improvement opportunities.
- Assists in the development of policies and procedures, collaborating with functional teams to ensure compliance with Authority policies and all state and federal regulations.
- Formulates the contracting approach to be taken that will best satisfy the requirement and contract type, ensuring all special clauses and terms and conditions applicable are included in all prepared documentation.
- Performs cost and price analysis for all negotiations and further prepares supporting documentation for price fair and reasonableness determinations and award documentation.
- Monitors contract execution to ensure obligations are met, while maintaining detailed records of contract documents and communications.

35% (E)

- Provides timely engineering and contractual advice and assistance to Authority staff and integrated consultant teams for the delivery of complex engineering projects utilizing various contracting methods and project delivery methods.
- Completes and coordinates review of developed customized contract drafts by stakeholders to mitigate risk while executing the Authority's mission.
- Participates in confidential meetings in person and remotely to contribute engineering and contractual knowledge, discuss lessons learned, and discuss viewpoints and perspective with consultants and contractors.
- Thoroughly reviews, evaluates, and responds to procurement submittals and Requests for Information (RFI).
- Provides timely technical advice, recommendations, oversight, and assistance to the program functional areas for the procurement of civil contracts. Provides assistance remotely and in office.
- Reviews contract documents timely including EOIs, RFQs, and RFPs.
- Solves contract-related problems that may arise with other parties and internally with the company itself.

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20% (E)

- Provides support to other procurement contract sections when necessary.
- Conducts research on various procurement methodologies and contracting innovations used in the industry, including documenting and presenting the results and conclusions to leadership personnel.
- Develops and supports the delivery of in person and remote training to Authority staff and facilitates workshops related to process improvements for procurement, management, and administration.
- Supports stakeholders by serving as a subject matter expert in the developer of policies, procedures, and guidelines and recommendations for process improvements.
- Recommends and develops changes in policies and procedures, advises and informs the acquisition team and other activities regarding procurement policy decisions and the rationale thereof.
- Serves as an in person or remote facilitator/trainer and, when required, a negotiator in coordinating the team's initiatives and in consensus building activities among the team.
- Develops contract specifications, manuals, evaluations, RFQ/RFP/IFB in support of the procurement process.
- Visits construction sites and work sites when required.

5% (M)

- Performs other job-related duties, as required.

Special Requirements

The checked boxes below indicate any additional requirements of this position.

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

Other Special Requirements Information:

License Required – Possession of a valid certificate of registration for Civil Engineer issued by the 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

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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 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, 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

- 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.
- Knowledge of principles, practices and trends of federal, state and local government review 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.
- Experience and 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.

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- Ability to demonstrate effective oral and written communication skills.
- Experience with providing technical training to audiences of various skillsets.
- Experience with contract development, preparation of EOI, RFQ, RFP, Invitation For Bids (IFB), advertisement, leading meetings, and Construction/Design-Bid-Build (DBB)/Design-Build (DB)/other project delivery methods.
- Experience developing, interpreting, administering contract language, and knowledge of State and Federal policies and procedures.
- Experience preparing technical correspondence, reports, manuals and developing and delivering training to staff.
- Experience leading projects.

Supervision Exercised Over Others

This position will not supervise staff but will provide technical guidance to consultants, state staff, and other state and federal employees who work on the high-speed rail project. On individual projects, the incumbent may serve in a lead capacity over other Authority and consultant 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 which 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.

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 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 in an efficient and effective manner. Failure to perform these duties effectively could result in additional costs to the state to complete the high-speed rail project and political embarrassment for the Authority in the event of improper handling of duties on the largest infrastructure project in the nation. Failure to thoroughly review procurement documents prior to advertisement and contract execution will increase the risk of procurement delays and contract disputes, respectively. Failure to follow procurement procedures will increase the risk of protest and delay contract execution, jeopardizing the Authority's ability to meet program requirements and milestones. The incumbent should exercise a high degree of initiative and independent judgment in regularly performing the most difficult duties and maintain confidentiality to safeguard the acquisition process.

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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, 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. When visiting construction sites, the incumbent may be exposed to dirt, noise, uneven surfaces, inclement weather, and extreme heat or cold.

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: Regular statewide travel to visit construction sites or for meetings is required.
d. Other: The incumbent will be required to wear safety gear; a hard hat, a reflective vest, and boots acceptable to a construction environment when applicable.

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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