CALIFORNIA High-Speed Rail Authority

Job Description

Position Details

Classification:
Supervising Transportation Engineer

Office:
Construction

Working Title:
Construction Quality Supervisor

Location:
Fresno

Position Number:
311-635-3155-007

HR Approval Date/Initials:
10/19/26- SA

CBID/Bargaining Unit:	**Work Week Group:**	**Tenure:**	**Time Base:**
M09	E	Permanent	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 is responsible for assigned Construction Packages (CP) for the high-speed rail megaproject, including construction and design oversight to guarantee a quality facility is designed within the project's cost, scope, and schedule in collaboration with other Authority branches. The incumbent directs an oversight team and serves as a point of contact with the Project and Construction Management (PCM) consultant and the Program Management Team on construction and design related matters to complete design and construction of CP design/build and construction contracts in accordance with all contract requirements, state laws and regulations, and the Authority's Project and Construction Management Manual.

Duties

Percentage
Essential (E)/Marginal (M)

30% (E)

- Implements and administers the Authority's CPs as assigned for the high-speed rail megaproject.
- As necessary, assures the development and allocation of proper resources to execute corresponding contracts and agreements 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 assigned CPs.

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- Oversees the implementation of the Quality Verification & Acceptance (QVA) program assigned to the respective CPs and Authority's projects.
- Oversees the quality inspection activities, work products and services of construction quality consultants and staff assigned to the CPs.

20% (E)
- Investigates assigned CP construction and design issues to ensure an efficient product is built for the purposes of public safety and effective state expenditures and that only work completed in accordance with contract requirements are processed and paid.
- Exercises problem solving methods in the best interest of the Authority and in conformance with applicable laws, contracts, specifications, and plans.
- Performs personnel management and administrative functions such as conducting and attending staff meetings, monitoring staff performance, and training staff. Selects and hires staff.
- Sets a clear vision to achieve productive results by developing plans to meet goals, leverage staff skills, and solve problems.
- Assigns work and priorities, monitors progress, adjusts priorities, redistributes workload, and secures extensions as needed to meet established deadlines.
- Ensures uniform interpretation and implementation of laws, rules, regulations, policies, and procedures.

20% (E)
- Works cooperatively with Authority external customers and represents the Authority in meetings with cities, counties, third parties, and regional transportation agencies on politically sensitive problems and interagency and public relations work.
- Analyzes all types of business-related situations and adopts an effective course of action within legal operational constraints. Frequent travel to job sites and field offices to conduct regular state business.

15% (E)
- Evaluates compliance of program goals, assigned CP specifications, scope, and product quality.
- Assists management in organizing and directing the work of Senior Transportation Engineers, Transportation Engineers, and other staff.
- Represents the Authority at meetings and prepares correspondence and reports as needed to communicate project status and issues to senior management.
- Monitors the construction budget, processes and reviews contract change and task orders, and stays abreast of the progress of the design and construction project.

10% (E)
- Handles difficult technical and administrative matters related to the design and construction of the program.

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- Conducts constructability and design reviews during planning, procurement, and closeout phases of major infrastructure projects.
- Serves as a high-level technical expert for the program and directs the work of consultants.
- Collaborates with the Authority's Architectural and Engineering (A&E) and Procurement branches to select and evaluate construction support consultants, forecast resources, and allocate them to ensure that critical construction needs are fully met.
- Occasional travel to Sacramento for training and meetings may be necessary.

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: Engineering	Yes ☒ No ☐	Yes ☐ No ☒ Language:	Yes ☒ No ☐	Yes ☐ No ☒

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 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 Authority, the State Contracting Manual (SCM) and the California Government Code (GC). 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 and procedures of the Authority, the SCM and the 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

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and techniques of personnel management and supervision; the Authority's equal employment opportunity and labor relations objectives; a manager's role in safety, health, equal employment opportunity, 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, equal employment opportunity and labor relations objectives.

Desirable Qualifications

- A bachelor's degree in engineering or a related field.
- Knowledge of design, construction, and maintenance techniques.
- Well-rounded knowledge of project development and specifications.
- Knowledge of state contracting procedures such as professional services, construction, or maintenance agreements.
- Excellent communication and negotiating skills, both written and oral, and the ability to work cooperatively with stakeholders, other governmental agencies, and individual citizens.
- Knowledge and ability to perform office applications, word processing, spreadsheets, presentations and preparing meeting calendars.
- Ability to analyze and develop solutions for difficult and technical problems relating to high-speed rail project.
- Ability to negotiate, analyze and prepare agreements with the consultants or other public entities.
- Experience in project management or construction management, preferably in large infrastructure construction contracts, transportation facilities, or rail/metro industry, with a focus on project QC/QA activities.
- Experience developing and/or overseeing annual workplans, expenditures for scope, schedule, and costs in project delivery.
- Experience writing reports, correspondence, and internal memos.
- Experience conducting/leading technical meetings and presentations.
- Experience coordinating with external agencies, third parties, utilities, Railroad companies, and other regulatory agencies.
- Experience reviewing and/or overseeing construction workplans, shop drawings, and action submittals to ensure compliance with construction contract plans and specifications.
- Experience leading a team in project delivery phase, such as design, procurement, construction, commissioning, or project management.
- Experience managing, directing, and coordinating staff and consultant work, and providing professional guidance in the area of contract management for projects.

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- Certification as either Certified Quality Manager (CMQ/OE), Project Management Professional (PMP), Six Sigma Green Belt/Black Belt, or Precast/Prestressed Concrete Institute (PCI) certification or equivalent is desirable or should have the ability to obtain within 8 months of hiring.

Supervision Exercised Over Others

The incumbent will supervise a Transportation Engineer and oversees the work of external consultants. Provides technical and project leadership and guidance to other staff, including Authority staff, contractors, and PCM consultants.

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

The incumbent is responsible for a program or function and is expected to carry out necessary activities without direction, except as new or unusual circumstances require. The incumbent is responsible for making major decisions inherent to planning, organizing, directing, and controlling the implementation and administration of construction contracts in a timely and cost-effective manner. The delivery of the Authority's project is dependent on timetables, which reflect the ability of others in various functional areas to schedule and complete contract implementation requirements in accordance with Federal and State mandates. Failure to schedule and program contract-related activities adequately would result in missed deadlines and subsequent non-delivery of the high-speed rail project in the time and manner prescribed by the appropriate federal and state control agencies and result in a loss of funding. Failure to handle implementation and administration problems properly as they arise could result in unnecessary payments of large penalty charges to contractors. Improper management of resources and lack of quality assurance would result in loss of outside funds and poor public acceptance.

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. The incumbent also frequently works outdoors at construction sites and may be exposed to dirt, noise, uneven surfaces, inclement weather, and extreme heat or cold.

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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 may be available for this position for California residents based on the requirements of the position.
c. Travel: Frequent travel to field sites and headquarters for meetings, training, and other business needs.
d. Other: N/A

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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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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