



## **RIVERSIDE COUNTY TRANSPORTATION COMMISSION**

### **SENIOR CAPITAL PROJECTS MANAGER**

#### **DEFINITION**

Under general direction, plans, organizes, and manages delivery of complex projects from the feasibility phase through Project initiation, environmental, design, construction and closeout; supervises the work of project management staff, support staff, and consultants; represents RCTC in meetings and presentations; manages project budget, funding plan, schedule, and scope; performs other related work as necessary. This position is a contract position with a multi-year, defined term that will potentially be extended based on the needs of RCTC.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Toll Project Delivery Director or Project Delivery Director. May exercise direct and general supervision over assigned staff.

#### **CLASS CHARACTERISTICS**

This is a senior program management classification that manages all activities related to project delivery. Incumbents independently manage complex transportation rail and/or highway (including toll) improvement projects that involve contact outside of the agency and multiple stakeholder interests on complex and/or politically sensitive issues, require a high level of technical expertise and acumen in support of management and/or Commission priorities, strategic initiatives, and directives, and are of high visibility and sensitivity to RCTC in areas of its core business initiatives. Incumbents serve as a technical expert in transportation project management; research, analyze, and develop solutions to a wide range of issues; participate as a member of the management team in agency planning discussions related to assigned area of responsibility; and demonstrate independent judgment in selecting methods and techniques for obtaining solutions. The work involves a high-level of problem-solving requiring analysis of unique issues or increasingly complex problems without precedent and/or structure and of a potentially political nature and formulating, presenting, and implementing strategies and recommendations for resolution. Work assignments are typically given as broad, conceptual ideas and directives and positions are accountable for overall results and responsible for developing guidelines, action plans, and methods to produce deliverables on time and within budget.

This classification is distinguished from the Capital Projects Manager by managing more complex projects or phases of a project and leading and participating in internal and interagency technical work groups as a technical expert to gather information for policy and decision making, coordinating engineering matters, and to advance and represent the priorities and interests of RCTC and member agencies.

**EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, implements, and controls projects and activities associated with the Capital Project Delivery program or the Toll Project Delivery Program.
- Serves as project manager on complex rail and/or highway (including toll) projects, which includes providing oversight, analysis, and input through all phases of project development and delivery; coordinates preparation and compliance of project delivery schedules with consultants and project team; facilitates project meetings with consultants, legal counsel, regulatory agencies, and other project stakeholders; manages multiple stakeholder interests on complex and politically sensitive issues; provides direction on a variety of technical issues to ensure successful completion of projects, project studies, analysis, reports, and policies; investigates and resolves problems related to scope of work or cost issues; ensures that projects are completed on time and within budget.
- Develops and implements strategies related to the design, management, construction, and delivery of projects.
- Incorporates principles of risk management as part of overall management of projects; provides timely communication of project status and issues to assigned Director.
- Serves as the primary contact for assigned projects, including communicating project status and updates to RCTC, legal, and consultant staff, as well as residents and project stakeholders.
- Coordinates with federal, state, and local agencies during project planning, design and implementation and ensures compliance with any pertinent administrative requirements.
- Oversees the development of consultant requests for proposals and qualifications for professional services; evaluates proposals and recommends project award; develops and reviews contract terms and amendments; ensures contractor compliance with RCTC standards and specifications and time and budget estimates; reviews and updates deliverables; analyzes and resolves complex problems that may arise; negotiates and resolves disputes with contractors to the extent possible.
- Serves as a technical expert including researching trends and patterns to develop new methods, criteria, or proposed new policies and procedures related to capital improvement project management.
- Gives professional advice and mentorship to the Capital Project Managers on engineering and permitting requirements, policies, and procedures of RCTC, and industry best practices.
- Develops, negotiates, and recommends to assigned Director the approval of contracts and cooperative agreements with other governmental agencies, consultants and private

- contractors as needed, and is responsible for monitoring their implementation.
- Leads and participates in internal and interagency technical work groups as a technical expert to gather information for policy and decision making, coordinating engineering matters, and to advance and represent the priorities and interests of RCTC and member agencies.
- Prepares and reviews a variety of planning and policy reports and communications related to projects, programs, and the appropriation of funds.
- Attends and makes presentations at Commission, committee, staff, community, local business organizations, and public agency governing bodies meetings and public hearings; provides policy direction, explains agency goals and objectives, and/or negotiates solutions to difficult problems and issues. Analyzes and responds to related inquiries from elected officials, agency staff, media, and the public as needed.
- Prepares or directs the preparation of various periodic and special reports; makes recommendations for improving operating procedures and policies.
- Manages, coordinates, and completes other special projects as assigned.
- May be required to provide testimony at depositions or as a trial witness on behalf of RCTC.
- Performs other duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of project development and delivery as applied to the design, cost estimating, construction, installation, and inspection of a wide variety of program systems.
- Principles and practices used in the acquisition of professional services in accordance with current California public contract codes, federal, local agency, and industry standards.
- Rail design, construction, and maintenance.
- Toll project planning and implementation.
- Principles and practices of environmental impact assessment and related regulatory processes including knowledge of both NEPA and CEQA.
- Fundamentals of environmental laws, and financial analysis.
- Principles and practices of budget development and administration, contract administration, and sound financial management policies and procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures related to assigned area of responsibility.
- Recent and on-going developments, current literature, and sources of information related to the operations of assigned programs.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.

- Techniques for effectively representing RCTC in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and RCTC staff.

**Ability to:**

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex programs and projects, on-time and within budget.
- Prepare and compose contracts, change orders, bid documents, and specifications.
- Negotiate contracts and contract changes and resolve contractual disputes.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent assigned project delivery department and RCTC in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, virtually, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Make presentations at Commission, committee, staff, community, local business organizations, and public agency governing bodies meetings and public hearings.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Completion of a Bachelor's degree in civil engineering, transportation engineering, or a closely related field and ten (10) years of progressively responsible experience in transportation project and program delivery and management is required, with at least five (5) years in a management capacity.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possess and maintain a valid registration as a Professional Engineer by California Board for Professional Engineers and Land Surveyors.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various RCTC meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee interfaces with staff, management, other departmental representatives, transportation and government officials, business representatives, and the general public in explaining RCTC policies and requesting and providing information.

EFFECTIVE: July 1, 2021  
REVISED: March 2025  
FLSA: Exempt  
PAY RANGE: (65) \$16,025 - \$21,634 per month