

TRANSPORTATION ENGINEER I/II**SALARY RANGE(S)**

	Hourly	Monthly	Annual
Level I	\$48.389-58.817	\$8,387.45-10,195.00	\$100,649.44-122,340.02
Level II	\$54.748-66.546	\$9,489.63-11,534.71	\$113,875.60-138,416.50

DEFINITION

Under direct or general supervision, or general direction performs professional and technical duties for transportation engineering, project management, contract management; plans, analyzes, organizes, oversees and coordinates with other internal and external project team members to achieve milestones and complete engineering design, right of way, utilities, and other related work, Coordinates assigned projects and activities with other SBCAG staff, member jurisdictions, regional transportation agencies, and/or state agencies; provides complex staff assistance to the Director of Project Delivery and Construction; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Transportation Engineer I and Transportation Engineer II receives direct or general supervision from the Director of Project Delivery and Construction. Transportation Engineer II may be assigned as project lead, which involves providing direction and oversight to assigned team members and/or consultants.

Senior Transportation Engineers may be assigned to serve as lead or project manager, which involves exercising direct and general supervision over assigned team members and/or consultants.

CLASS CHARACTERISTICS

Transportation Engineer I – This is the first level class in the Transportation Engineer series. Initially, under direct supervision, incumbents in this class learn to provide professional transportation engineering support. As incumbents' breadth of knowledge and experience increases and their assigned responsibilities become more complex, the incumbents may be considered for movement to the higher class of Transportation Engineer II. Positions at this level usually perform most of the duties required of the positions at the Transportation Engineer II level but are not expected to function with the same amount of program or project knowledge or skill level as positions allocated to the "II" level and exercise less independent discretion and judgment in matters related to work procedures and methods. Assignments and objectives are set for the employee and established work methods are followed. Incumbents have some flexibility in the selection of steps and timing of work processes.

Transportation Engineer II – This is the fully competent, journey-level class in the Transportation Engineer series. Performs moderately difficult professional engineering work which may include supervision of consultants. Incumbents perform the full spectrum of professional transportation

engineering duties including providing technical and policy-related research and analysis on transportation engineering issues and managing engineering studies, projects, and programs, as well as overseeing member jurisdiction relationships. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of assigned projects, programs, and team(s). Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements, and the methodology used in arriving at the end results is not reviewed in detail.

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.

- Serves as the project manager of highway projects, capital improvement projects and other programs of regional significance.
- Manages, coordinates, and facilitates the development and administration of funding distribution, programming policies and procedures, grants guidelines, evaluation criteria, selection, monitoring and control processes; provides complex professional assistance to executive team in areas of expertise.
- Participates with other SBCAG divisions in the development of project and program grant applications. . Provides project management for consultant led contracts including approving contractor and consultant pay requests.
- Provides project management for agency led agreements, cooperative agreements and memorandums of understanding including, and in coordination with consultants and/or public agencies, the negotiation and development of scope, schedule and costs, coordination of approvals through committees and boards, coordination with SBCAG administration team in approvals and the processing of invoices.
- Recommends and assists, in coordination with work done by consultants and/or other public agency staff, in the acquisition of land, easements, and rights of way required for projects.
- Recommends and assists, in coordination with work done by consultants and/or other public agency staff, the approval of utility agreements required for projects.
- Recommends and assists, in coordination with work done by consultants and/or other public agency staff, agreements with railroad required for projects.
- Recommends and assists management in the implementation of goals, objectives, policies and procedures for division and for SBCAG as a whole.
- Coordinates and facilitates meetings with representatives of other agencies in order to discuss development of projects at various phases from concept studies, environmental and preliminary engineering, detailed design, and construction. Conducts and oversees a variety of transportation engineering studies that are required for a project.
- Researches, collects, records, analyzes, interprets, and summarizes statistical information; prepares spreadsheets and establishes and maintains a comprehensive database.
- Attends and participates on a variety of committees, professional groups, and task forces; stays abreast of new trends and innovations related to transportation engineering.
- that
- Authors technical reports including the preparation of conclusions, recommendations, and forecasts for management, the Board, and member jurisdictions.
- Coordinates assigned engineering projects, programs, and activities with other SBCAG projects, programs, and activities as well as with member jurisdictions, external organizations, and the general public.

- Through information provided by SBCAG Administration team, either through contracting tracking spreadsheets or OWP summary reports, ensures that consultants are adhering to budgets and schedules on projects.
-
- Performs other duties as assigned.

In addition to the above, the Transportation Engineer II:

- Tracks program expenditures, reviews invoices for accuracy and consistency with contractual obligations, and recommends appropriate dispersals of allocated funds.
- Reviews inventories of all capital projects, issues and action items that would require the advisory committee, subcommittee or board action; develops plan for recommendations and agenda for the board; presents to SBCAG Director of Project Delivery and Construction.
- Coordinates the development and implementation of highway capital projects; coordinates with other SBCAG staff, consultants, and/or Caltrans representatives on projects; reports status of projects to Board of Directors through updates at sub-regional committees and/or the full SBCAG Board.
- Meets and confers with contractors, engineers, developers, architects, a variety of outside agencies, and the general public in acquiring information and coordinating engineering matters; provides information regarding SBCAG engineering requirements, projects, and programs.
- Assists in developing policies and procedures such as guidelines, design standards, and standard plans and specifications while ensuring that construction, financial, regulatory, and legal requirements are met.
- Prepares staff reports, presentations, project information and status, and program financial information to various committees, community groups, and professional organizations about SBCAG's transportation engineering projects and programs.
- Individually or as a team lead, manages assigned studies, projects, programs, and initiatives; develops work plans consisting of mission, objectives, scope of work, budget, schedules, baseline requirements, and implementation strategies; identifies strategic, project management, and external issues, recommends solutions, and implements solutions to manage risks and issues.
- Develops consultant requests for proposals for professional services and works directly with the SBCAG procurement lead to administer the procurement process; evaluates proposals and recommends project award; negotiates contracts and agreements and administers same after award.
- Develops contract documents for construction procurement based on competitive bid process and works directly with SBCAG procurement lead personnel to administer the procurement process through advertisement and bid review, reviews bids for responsiveness and recommends project award and administers same after award.
- Makes presentations to the public, community groups, various commissions and committees, and elected boards.
- Represents SBCAG on committees and task forces to develop, implement, and monitor programs and projects that impact SBCAG and its member jurisdictions.

QUALIFICATIONS

Knowledge of:

- Principles, practices, policies and procedures of transportation engineering of federal, state, regional, and locally generated transportation funds.

- Civil and transportation engineering principles, concepts, standards, and practices associated with SBCAG programs and projects.
- Principles and practices of environmental impact assessment and related regulatory processes.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned functional area.
- 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 SBCAG in contacts with governmental agencies, various business, professional, educational, and regulatory organizations, and with contractors and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and SBCAG staff.

Ability to:

- Conduct civil and transportation engineering research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
- Analyze and interpret engineering plans and specifications in accordance with design requirements and applicable standards and regulations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Research, analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials.
- Make accurate arithmetic, financial, and statistical computations.
- 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, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster effective working relationships with those contacted in the course of work.

Transportation Engineer II, in addition to the above:

Knowledge of:

- Advanced principles, practices, and funding sources for transportation engineering studies and projects.
- Contract management practices in a public agency setting.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.

- Principles and practices of project and team management, including developing and implementing goals, objectives, scope of work, schedule, and budget and funding allocation.
- Techniques for effectively representing SBCAG in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and the public.

Ability to:

- Recommend, develop, and implement work plans and effectively manage engineering studies and projects.
- Lead assigned team including planning, organizing, directing, and coordinating the work of assigned team members.
- Manage and monitor large and complex projects on-time and within budget.
- Effectively represent the team and SBCAG in meetings with member jurisdictions, governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner.

Ability to:

- Provide leadership and technical guidance as an agency-recognized subject matter expert and advisor in assigned area of responsibility.
- Prepare complex grant applications and contracts for assigned projects and programs.
- Effectively represent the team and SBCAG in meetings with the Policy Board.

Education and/or 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:

Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering, transportation engineering, or a closely related field.

Transportation Engineer I: From 0-3 years of experience in transportation-related engineering tasks.

Transportation Engineer II: At least three (3) years of increasingly responsible experience in transportation-related engineering tasks.

Licenses and Certifications:

- Possession of a valid Class "C" California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; 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, member jurisdictions, government officials, business representatives, and/or the general public in explaining SBCAG policies and requesting and providing information.