



HUMAN RESOURCES DEPARTMENT
Santa Cruz County Regional Transportation Commission

DIRECTOR OF CAPITAL PROJECTS

FLSA Status: [Exempt]

DEFINITION

Under administrative direction, plans, organizes, provides administrative direction and oversight for, and participates in the activities and functions of the Capital Projects department; leads capital project delivery programs; prepares, manages, and conducts the professional transportation Capital Projects work in the field and office for structures, drainage, railway facilities, roadways, highways, bikeways, walkways, and intersections; performs complex transportation engineering analyses, studies, and other related work as is required; develops and implements division goals and objectives; prepares, develops and implements division goals and objectives; develops and enforces policies, procedures, and standards; provides expert professional assistance and support to the Executive Director; undertakes special projects as assigned; ensures performance objectives are established and accomplished in response to the goals and objectives adopted by the Commission; and performs related duties as assigned. Fully integrates the department within the agency to be consistent with agency goals and objectives.

DISTINGUISHING CHARACTERISTICS

This is a single position executive management level classification with full responsibility for managing all functions of the Capital Projects department. In addition to providing designated staff and policy assistance to the Executive Director in assigned areas, this position has administrative responsibility for policy development and program planning and implementation with agency-wide implications. The incumbent is accountable through subordinate staff for accomplishing all department goals and furthering goals and objectives within general policy guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Executive Director. Provides administrative and functional supervision within the Capital Projects department. Provides functional supervision to other agency staff.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.

- Assumes full management responsibility for all Capital Projects department functions and activities.
- Manages the development and implementation of goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
- Establishes appropriate service and staffing levels within Commission policy; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures;



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allocates resources accordingly.

- Plans, directs, and coordinates work plans through subordinate level staff of assigned functions; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Selects, trains, motivates, and directs assigned staff; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Represent the Commission to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Serves as Capital Projects functional manager overseeing project manager work, including preparing reports, correspondence, and written recommendations concerning transportation-related planning projects; research issues as requested.
- Coordinates with Caltrans and directs the delivery of the Commissions capital improvement programs.
- Coordinates with FRA, FTA, FHWA and Caltrans and directs the development and management of the rail program and the development and delivery of capital improvement programs for the Santa Cruz Branch Rail Line.
- Interprets and advocates for transportation legislation consistent with the legislative program and Commission established goals.
- Provides functional support for the management of pass-through and competitive grant funding programs operated by the RTC; and interpret, apply and implement Federal, State, and regional rules and regulations regarding the use of funds and programmatic requirements.
- Provides strategy and manages preparation of grant applications and administration of grants for Commission-led projects.
- Provides departmental support for programming functions of assigned programs, projects, and studies.
- Provides department support for the development and updates of the Measure D Strategic Implementation Plan, Annual Report, Overall Work Program, and Five-Year Program of Projects; manages department support for the development of the cash flow model and budgets for Capital Projects.
- Provides functional support for the management of the Commission's transportation demand management, specialized transportation, and transit programs, including providing project and contract managers when assigned.
- May serve as program or project manager for the most complex regional priority programs, projects, or studies that the Commission is responsible for delivering under Measure D, State Transportation Improvement Program, and other funding sources, in coordination with partner agencies to ensure timely and cost-effective project delivery and compliance with all regulatory and funding requirements.
- Assigns and directs departmental resources including program, project, contract managers and project engineers responsible for state highway (in coordination with Caltrans), transit, local road, bike, and pedestrian, and intelligent transportation system programs, projects, or studies; may serve as program, project, or contract manager on complex programs and projects.
- Directs the procurement and management of assigned contracts for transportation program, projects, or studies, including requests for proposals, advertisements for bids, instructions to bidders, detailed specifications or scopes of work, contract budgets, invoice review, and task



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management.

- Provides engineering direction, including agency requirements related to capital improvements, to the public and other agencies.
- Approve engineering cost estimates, construction plans, consultant invoices, checks computation, and specified material for accuracy and conformance with regulations. Prepares and administers or assists in the administration of capital project budgets.
- Provide feedback and comments on federal, state, and regional transportation policy.
- Performs professional transportation engineering work in the field and office on a variety of complex projects.
- Assesses maintenance and repair work required on the RTC-owned Santa Cruz Branch Rail Line and oversees such work.
- Coordinate trail and corridor maintenance with Director of Internal Service and Real Property Specialist.
- Prepares amendments to and administers the Policy for Capital Projects by Others along the Santa Cruz Branch Rail Line.
- Makes presentations before public, private, or government decision-making bodies, providing technical information, data, and expert advice.
- Serves as committee or backup staff to an RTC committee and mentors junior employees with committee activities.
- Prepare staff reports, memos, correspondence, consultant or contractor procurement documents, complex and comprehensive project reports, and other written materials.
- Participate in conferences; represent the Commission at regional and sub-regional meetings.
- Performs special projects as assigned and related duties as required

EMPLOYMENT STANDARDS

A combination of experience, education, and/or training which substantially demonstrate the following knowledge and skills:

Knowledge of:

- Principles and practices of transportation engineering, project delivery, construction administration, and project management.
- Structural engineering, railway, and drainage principles.
- Current standards and policies for the design of complete streets, roads and highways, bikeways, sidewalks and trails, and safe crossings.
- Trends and innovations in transportation engineering design, construction, materials, modeling and travel forecasting, traffic simulation tools, data collection, and analysis.
- Transportation funding sources and reporting requirements.
- Federal, state, and local laws, regulations, and policies relating to environmental review, design and construction standards, procurement, and contract management.
- Interrelationships between federal, state, regional, and local agencies involved in or affected by transportation engineering projects and programs.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles and practices of organization, administration, and personnel management.
- Principles and practices of budget preparation and administration.



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- Principles of supervision, training, and performance evaluation.

ABILITY TO:

- Plan, direct, and control the administration and operations of the department.
- Plan, fund, and deliver complex transportation engineering projects on time, within budget, and minimizing disruption to the traveling public.
- Review engineering plans and specifications prepared by private contractors and consultants.
- Perform complex transportation engineering analyses and studies, utilizing software applications for data analysis.
- Coordinate work of consultants, government agencies, utilities, project partners, and Commission staff to ensure timely, cost-effective project and program delivery.
- Oversee all phases of engineering work in progress and enforce standard safety practices and procedures in the field.
- Interpret and apply construction and design standards, various codes and regulations, department policies, procedures, rules, and regulations.
- Develop and implement department and Commission policies and procedures.
- Gain cooperation through discussion and persuasion.
- Successfully develop, control, and administer the department budget and expenditures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Communicate clearly and effectively in writing, utilizing technical and statistical information.
- Make presentations that convey complex engineering information and transportation data to a variety of audiences in a manner that is persuasive and easy to understand.
- Supervise, train, and evaluate assigned personnel.
- Develop effective working relationships with Commissioners, member agencies, and business and public groups to gain cooperation and consensus.

MINIMUM QUALIFICATIONS:

The knowledge, skills, and abilities listed above may be acquired through various types of training, education, and experience. A typical way to acquire the required knowledge and abilities would be:

EDUCATION, TRAINING AND EXPERIENCE:

Education:

Equivalent to graduation from a four (4) year accredited college or university with major coursework in civil engineering, traffic engineering, construction management, or related transportation field from an accredited college. MA/MS, MBA, or similar advanced degree is desirable.

Experience:

Eight (8) years of progressively responsible transportation engineering experience, including four (4) years of management or supervisory experience in the public sector, including managing projects, transportation finance, and a demonstrated understanding of State and Federal transportation funding and planning processes.



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Experience reporting to and interacting with a Board of Directors and providing information for board or commission decisions is desirable.

LICENSES AND CERTIFICATES:

- Must possess and maintain valid registration as a Professional Civil Engineer in California.
- Must possess and maintain a valid California driver’s license and meet automobile insurability requirements or the ability to provide suitable transportation needs of the Commission as a condition of continued employment.

SPECIAL REQUIREMENTS:

Physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- lifting or carrying light objects
- operating assigned equipment
- general manual dexterity

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CONDITIONS OF EMPLOYMENT:

Work is performed in an office setting and is primarily sedentary. Work may involve some occasional climbing, crouching, kneeling, reaching, and walking. The ability to lift up to 30 pounds may be required on occasion.

Class Information:

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| Unit: | At-Will |
| FLSA Status: | Non-Exempt |
| Established: | September 2024 |
| Revised: | |