

February 3, 2020

TITLE:	Project Manager (TA)
EMPLOYMENT TYPE:	Exempt
DIVISION:	Transportation Authority
APPLICATION DEADLINE:	OPEN UNTIL FILLED (1st Resume Review on February 24, 2020)
PAY RANGE:	\$1,914 – \$2,871 per week (\$99,511 – \$149,267 estimated annual)
WORK LOCATION:	1250 San Carlos Avenue, San Carlos, California
WORK SCHEDULE:	Full Time (Monday – Friday)

Job Summary: The Project Manager will report to the Director, Transportation Authority Program, and is responsible for developing, managing, and administering transportation projects and programs with specific emphasis on highway and roadway projects for the San Mateo County Transportation Authority (SMCTA).

Examples of Essential Functions:

- Manage the scope, schedule, and budget of SMCTA-funded highway and roadway capital projects in San Mateo County.
- Manage capital program engineering design, construction, and procurement projects.
- Plan, organize, assign, review and evaluate the work of consultants.
- Acts as liaison with Internal/External stakeholders for assigned SMCTA capital projects.

Examples of Duties:

- Represent assigned SMCTA projects at meetings, including monthly internal project reviews.
- Perform project management duties such as; develop scope of work, prepare and review cost estimates; monitor and produce reports on the status of project schedules and budgets; monitor work in progress; approve, negotiate and execute, funding agreements and consultant contract; authorize contract payments upon project completion.
- Prepare staff reports and presentations for the Board of Directors and other stakeholders on assigned projects
- Negotiate and resolve project issues.
- Work collaboratively with key stakeholders to represent the SMCTA in regional transportation efforts
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees, and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

Supervision: Works under the supervision of the Director, Transportation Authority Program, who establishes goals, objectives, and evaluates performance.

Minimum Qualifications: Sufficient education, training, and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in civil engineering, planning or related field.
- Three (3) years full-time experience in project management in Public Transportation.

Preferred Qualifications:

- Experience with Caltrans Project Development Processes on multiple phases of projects (e.g. planning, environmental, design, and construction) on the State Highway System.
- A California Professional Engineer (PE) license or Certified Project Manager Certificate from the Project Management Institute.

Selection Process May Include:

The process will include a panel interview and may include written and skills test assessments. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process. Selected candidate will be subject to background check.

Current Employment Benefits at SamTrans:

- Holidays: Seven paid holidays, plus up to five floating holidays per year
- Time Off: Paid Time Off: Up to 26 days per year
- Cafeteria Plans: Medical, dental, vision care, group life insurance, and more
- Transportation: Free bus transportation for employees and qualified dependents
- Retirement: Social Security and California Public Employees Retirement Systems (CalPERS)
 - o Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
 - o New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

How to Apply:

- Apply online or complete a SamTrans Employment Application per instructions printed on the application.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at www.smctd.com/jobs.html. When completing the paper application, please specify the position for which the application is being submitted.
- Incomplete online or paper applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online or paper application reflects the work experience and education needed to meet the requirements for the position(s) for which you are applying.
- Your completed application package must be received by the District’s Human Resources Department by the specified deadline to receive consideration. Paper applications must be received by the Human Resources Department by 4:30 pm on the application deadline date. Online applications must be submitted prior to midnight on the application deadline date.

The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please call (650)508-6308.

SamTrans is an Equal Opportunity Employer Minorities/Women/Persons with Disabilities/Veterans