

# **JOB OPENING ANNOUNCEMENT**

**Apply On-line at [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html)**

Employment Hotline 650-508-6308

**June 14, 2021**

**TITLE:** Senior Project Manager (TA)  
**EMPLOYMENT TYPE:** Exempt (Full-Time)  
**DIVISION:** Planning Grants and Transportation Authority  
**APPLICATION DEADLINE:** Open until filled (First resume review on Friday, July 2, 2021)  
**PAY RANGE:** \$2,117 – \$3,175 per week (\$110,089 – \$165,134 estimated annual)  
**WORK LOCATION:** San Carlos, CA

**GENERAL:** The Senior Project will report to the Deputy Director, Transportation Authority Program, and will develop, manage and administer large complex transportation projects and programs with specific emphasis on highway and roadway projects for the San Mateo County Transportation Authority (SMCTA) in San Mateo County.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Responsible for the overall management of scope, schedule, budget and quality of assigned large complex capital projects through all phases of project development (e.g. planning, environmental, design, procurement and construction)
- Assign and manage the work of a team of consultant and SMCTA project managers in support of the delivery of capital projects.
- Support the development and implementation of the SMCTA Highway Program and prepare staff reports and make recommendation for funding before the SMCTA Board.
- Manage tracking and reporting for capital projects, including program progress and financial status.
- Acts as liaison with Internal/External stakeholders for assigned SMCTA capital projects.
- Supervise staff. Hire, mentor and take appropriate corrective and/or disciplinary action. Ensure EEO and affirmative action policies and procedures are followed. Participate in selection, coordinates staff training and professional development, Established performance objectives, monitor and evaluate employee performance.

**EXAMPLES OF DUTIES:**

- Provide oversight of capital projects that are SMCTA funded and locally administered.
- Represent assigned SMCTA projects at meetings, including monthly internal project reviews.
- Develop work directive proposal requests that include scope of work and independent cost estimates to solicit consultant proposals.
- Review cost estimates, monitor project schedules and budgets, monitor work in progress, approve, authorize, negotiate and execute contract changes, consultant invoices and process payments.
- Investigate, negotiate and resolve project issues.
- Conduct peer review various project planning, environmental and design documents.
- Evaluate job performance of staff which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.
- 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 general supervision of the Deputy Director, Transportation Authority Program, who establishes goals and objectives, monitors 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 discipline.
- Five (5) years full-time experience in project management in the area of highway transportation planning and project delivery.

**PREFERRED QUALIFICATIONS:**

- Experience working with Caltrans on multiple phases of projects (e.g. planning, environmental, design and construction) on the State Highway System is desirable.
- A California Professional Engineer (PE) license or Certified Project Manager Certificate from the Project Management Institute is desirable for this position.
- Experience in supervising professional staff (including consultants)
- Must possess effective written and verbal communication and presentation skills.

**SELECTION PROCESS MAY INCLUDE:**

The process will include a panel interview and may include written and skills test assessments or supplemental questions. 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 must successfully complete a background investigation.

**CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:**

Holidays:	Seven paid holidays, plus up to four 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
Pension:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none"><li>• Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation</li><li>• New Members – 2% @ 62 benefit formula, 3 year average of highest compensation</li></ul>

**HOW TO APPLY:**

- To apply, please visit [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html). Complete an online employment application and supplemental questionnaire by 11:59 pm Friday, July 2, 2021. A resume will not be accepted in lieu of the application and supplemental questionnaire. Incomplete application will not be considered.
- 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 contact the Human Resources Department at (650) 508-6308.
- San Mateo County Transit District celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encourage to apply.