



NVTA Title: **PROGRAM MANAGER – ENGINEERING AND PROJECTS**
FLSA: Exempt
Salary Range See Current Salary Resolution
Last Amended: 09/19/2019

DEFINITION

Under administrative direction, assumes responsibility for managing transportation projects involving all transportation modes (i.e. road, transit, bicycle, pedestrian and intelligent transportation projects) for the Napa Valley Transportation Authority (NVTA).

The NVTA is a joint powers organization consisting of County of Napa, the cities of American Canyon, Napa, St. Helena, Calistoga, and the Town of Yountville and serves as the congestion management agency and public transit provider jointly engaged in the coordination of transportation planning, programs and systems for Napa County.

CLASS CHARACTERISTICS

Under administrative direction of the Executive Director, the Program Manager-Engineering and Projects, performs a full range of complex engineering work requiring the use of independent judgment and initiative in developing solutions to problems, interpreting general policies, and determining work assignments. The position will work with Caltrans, the Federal Transit Administration, Regional, County and Local partners to facilitate/expedite project delivery.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is received from the NVTA Executive Director.

The incumbent may directly or indirectly supervise subordinate professional, technical, or clerical employees.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following:

1. Manage all project phases involving all modes of transportation systems (i.e. road, transit, bicycle and pedestrian);
2. Manage consultant contracts, including program managers and project engineers responsible for delivering large highway projects (in coordination with Caltrans), transit projects, local road, bike, pedestrian projects and intelligent transportation system projects.
3. Participate in the agency's planning efforts;
4. Provide support to Napa's jurisdictions with Caltrans (with a focus on Local Assistance processes) and Metropolitan Transportation Commission to ease and accelerate project delivery.

5. Serve as project engineer/manager including preparation of reports, correspondence and written recommendations concerning transportation related planning projects; research issues as requested;
6. Knowledge of federally funded contract administration;
7. Participate in planning studies and makes recommendations regarding future public infrastructure needs; designs, implements, reviews and improves engineering, administration and operational procedures;
8. Provide engineering direction, including agency requirements related to capital improvements, to the public and other agencies. Arrange and participate in conferences with other engineers, developers, and the general public;
9. Approve cost estimates, construction plans, consultant invoices, checks computation and specified material for accuracy and conformance with regulations. Prepares and administers or assists in administration of capital project budgets;
10. Provide feedback and comments on federal, state, and regional transportation policy;
11. Represent agency at regional and sub-regional meetings;
12. Perform related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education: Equivalent to a bachelor's degree from an accredited college or university with major coursework in civil engineering or closely related field.

Experience: At least 3 years of progressively responsible professional engineering experience, preferably with two years of experience in a public agency setting, in civil, transportation, or a related engineering field demonstrating knowledge and abilities listed below.

Registration as a Professional Civil Engineer in the State of California with good standing is required. Qualified SWPPP Developer (QSD) desirable.

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of:

- Civil engineering principles, practices, and methods of planning, design, construction and maintenance of transportation projects with an understanding of transportation/traffic engineering and operations principles;
- Environmental compliance processes, including California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA);

- Emerging transportation technologies, specifically focused on highway and public transit operations.
- Principles and practices of general land use and transportation planning techniques;
- California Department of Transportation (Caltrans) Local Assistance Process
- Land surveying practices and principles;
- Project phasing and funding;
- Effective contract administration methods and procedures;
- Effective report and technical specification writing requirements and techniques;
- Understanding of internal controls appropriate for a public agency;
- Collaboration with individuals from other agencies and groups;
- Government protocols and processes.

Ability to:

- Perform and/or direct preliminary engineering and final design work, including preparation of environmental documents, plans, specifications and estimates;
- Administer consultant contract;
- Outline and analyze engineering data and prepare and complete comprehensive reports;
- Prepare clear and concise correspondence, reports, and recommendations.
- Represent the agency to a variety of boards, commissions, groups, other agencies and business, and the public.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships with staff, other agencies, the private sector, and the public.
- Operate a personal computer with word processing, spreadsheet, project management and database programs with competence in AutoCAD and ArcGIS.

PHYSICAL DEMANDS

While performing this job, the employee is regularly required to walk; sit; use hands to handle objects; operate keyboards, tools, or controls; and make condition assessments. The employee may be required to work after hours and on an emergency basis, and attend meetings, conferences and seminars during work and non-work hours. The employee may be required to work under adverse conditions as in traffic, around heavy construction equipment and in inclement weather. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Able to lift 20 pounds, and handle office equipment.

REQUIRED LICENSES OR CERTIFICATES:

Registration as a Professional Civil Engineer with the State of California in good standing (comparable experience in transportation construction management and policy experience will be considered).

Possession of a valid California driver's license is required.