



ASSISTANT ENGINEER

**INDIVIDUALS WHO APPLY BY FRIDAY, JANUARY 27TH AT 4:00PM
WILL BE GIVEN FIRST CONSIDERATION FOR INTERVIEW**

SUMMARY OF RESPONSIBILITIES

Under the direction of the Program Manager – Engineer, the **Assistant Engineer** will be responsible for day-to-day oversight of public projects development. This includes planning, developing, coordinating and directing of all NMTA's capital construction, improvements, and contract management. The Assistant Engineer will support the Program Manager-Engineer and senior planning staff in all project phases.

The successful candidates will perform 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 may work with Caltrans, the Federal Transit Administration, Regional, County and Local partners to facilitate/expedite project delivery.

Salary Range: \$75,360 - \$94,296

FLSA Exempt: Non-Exempt

Benefits: CalPERS Retirement 2% @ 60 for current members of CalPERS from another agency (or reciprocal agency) or 2% @ 62 for new members. Individual employee participation is mandatory. NMTA does not participate in Social Security.
457 Deferred Compensation Plan (Employer contributes up to a \$1,000 annual match)
Employer Paid CalPERS Health
Employer Paid Dental and Life insurance
Employer Paid Employee Assistance Program
Twelve to twenty-six (12-26) days of accrued vacation annually based on years of service
Eight (8) paid holidays per year
Twelve (12) sick days earned per year with unlimited accrual
Fifty-six (56) hours of personal leave per calendar year

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following. The level of responsibility will vary depending on experience:

1. Under the direction of senior engineering/planning staff, support all project phases (planning, initiation, environmental, design and construction) involving all modes of transportation systems (i.e. road, transit, bicycle and pedestrian);
2. Provide support as directed on consultant contracts, highway projects (in coordination with Caltrans), transit projects, local road, bike, and pedestrian projects and intelligent transportation system projects;
3. 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. (Successful candidate will be required to gain knowledge of federally funded contract administration and Caltrans Local Assistance Process (required for Principle engineer or Manager);
4. Prepare reports, correspondence and written recommendations concerning transportation related planning projects;
5. Research, file, retrieve, review and/or prepare a variety of engineering maps, documents, records, and reports;
6. Participate in planning studies and make recommendations regarding future public infrastructure needs;
7. Perform field investigations and/or inspections of existing conditions and new construction;
8. Collect, compile, and/or analyze data and/or field samples;
9. Review cost estimates, construction plans, consultant invoices, check computation and specified material for accuracy and conformance with regulations. Prepare and administer, or assist in administration of, capital project budgets;
10. Participate in regional and sub-regional meetings;
11. Assist in review of contract plans and specifications for constructability and sequencing analysis of project alternatives.
12. Provide support for construction management and inspection activities on projects for transportation capital projects of the Agency.
13. Support day to day administration of contracts for ongoing construction contracts including review and comment on contractor applications, progress payments, change order requests and directives, and construction schedule updates.
14. Develop and maintain a thorough knowledge of Design & Construction Standards for Caltrans and constituent agencies of NVTA.
15. Assist in the management of progress reporting, inspection reporting and project documentation requirements.
16. Work closely with project teams, field Inspectors, design staff, contractors and subcontractors. Handle routine correspondence with engineers, contractors and other stakeholders.

17. Effectively collaborate with project stakeholders to minimize and avoid claims. Analyze and assist in the negotiation of cost and time impacts associated with change orders and claims.
18. Assist in the review of requests for construction contractor adjustments. Ensure adherence to applicable laws, codes, regulations and guidelines applicable to the construction industry. Provide closeout support including operation manuals, receiving as-built documentation, warranties, training and other required documentation. Participate in weekly Progress Meetings as directed by supervisors, provide meeting minutes and maintain submittal records including submittal log. Attend board meetings as needed and present clear and concise project status reports.
19. Review progress reports, invoices, disadvantage business enterprise documentation, labor compliance and other reports required by the California Department of Transportation (Caltrans), Federal Transit Administration, and other public agencies with interest/oversight.
20. Ability to work flexible or extended work schedules on different projects throughout Napa County.
21. 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, architecture, construction or project management or closely related field.

Experience: Professional experience highly desirable in executing federally funded capital projects in a public agency setting and/or supporting local agency projects specific to Transit, State highways and trail projects. Knowledge of Caltrans specification, Local Assistance Procedure Manual (LAPM) procedures, and Federal Transit Administration procedures desirable but not required. Ability to use Bluebeam, Microsoft Office Suite and Project (or other Gantt chart program) and AutoCAD. Entry level candidates encouraged to apply.

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of:

- Civil engineering principles and/or public sector project management, practices, and methods of planning, design, construction and maintenance of transportation projects with an understanding of transportation/traffic engineering and operations principles;
- Engineering and construction management consulting principles and practices; specifically as a Project Manager, construction manager or related position. Requires working knowledge of heavy construction, including civil, structural, mechanical, and electrical construction practices; material testing procedures and requirements.

Ability to:

- Administer consultant contracts;
- Prepare clear and concise correspondence, reports, and recommendations.
- 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:

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

APPLICATION PROCESS

This recruitment will remain open until filled. However, first consideration will be given to individuals who apply by Friday, January 27th at 4:00pm. A completed Napa Valley Transportation Authority Employment Application must be received by Human Resources at 625 Burnell Street, Napa, CA 94559. Additional information regarding the application, job description and benefits can be found online at <http://www.nvta.ca.gov/careers>. Application packets may also be requested in-person at the above address. Résumés **will not** be accepted in lieu of a completed application packet.

SELECTION PROCESS AND TENTATIVE SCHEDULE

All applications will be reviewed for minimum qualifications and only the most qualified will be invited to continue in the selection process. The selection process *may* consist of a practical/simulation exam (pass/fail), an oral interview, and a department interview. **First round interviews will be conducted in early February.**

Other Important Information

It is important that your application show all the relevant education and experience you possess. Résumés submitted in lieu of an application **will not be accepted**. Applications will be rejected if incomplete.

If you believe you may need accommodations during the testing process, please contact Human Resources at (707) 259-8631. Requests for accommodations must be received within five (5) calendar days of the final filing date for the recruitment.

A completed NVTA application, along with any required documents to be submitted with your application (certifications, DMV printout, etc.), can be submitted by: (1) faxing to Human Resources at (707) 259-8638, (2) delivered/mailed to the Napa Valley Transportation Authority, Attention: Human Resources, 625 Burnell Street Napa, CA 94559 or (3) Email to: jobs@nvta.ca.gov.

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.