



JOB ANNOUNCEMENT

ENGINEER/PROJECT MANAGER (2 VACANCIES)

**THIS RECRUITMENT WILL REMAIN OPENED UNTIL FILLED
HOWEVER, FIRST CONSIDERATION WILL BE GIVEN TO
INDIVIDUALS WHO APPLY BY JANUARY 3, 2022**

SUMMARY OF RESPONSIBILITIES

Two positions are currently available that may range from **Associate Engineer/Project Manager to Program Manager, Engineering**. The successful candidates' responsibilities will range from oversight/direction to supporting position depending on commensurate experience, knowledge, skills, and education. The successful applicants are responsible for day to day oversight of public projects development and, plans. This includes planning, project development, coordinating and directing of all NVTA's capital construction and improvements, and contract management.

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.

Qualified persons may be hired as an Associate Engineer/Project Manager, Senior Engineer/Project Manager, Principal Engineer/Project Manager, or Program Manager of Engineering depending on experience and credentials. Additional position considerations may be made depending on commensurate experience.

Salary Range: \$95,652 - \$148,188 (a higher salary is negotiable depending on commensurate experience)

Signing Bonus: up to \$10,000 - \$20,000

FLSA Exempt: Manager, Principal and Senior Positions are exempt; Associate Engineer is 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. NVTA does not participate in Social Security.

NVTA is an Equal Opportunity Employer

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
Forty eight to Eighty-eight (48-88) hours of personal leave per calendar year based on position level

ESSENTIAL FUNCTIONS

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

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 and Caltrans Local Assistance Process (required for Principle engineer or Manager);
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 or play supporting role, depending on experience and position filled, 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.
13. Provide project and plan oversight; and assist in the review contract plans and specifications for constructability and sequencing analysis of project alternatives.
14. Provide support for construction management and inspection activities on projects for transportation capital projects of the Agency. Projects currently include construction of the Vine Maintenance Facility, Class 1 Facility, Park and Ride/On Highway System passenger facilities. It may also include peripheral responsibilities of highway projects and other multi-modal facilities in Napa County. Perform complex professional engineering work and construction management requiring a substantial level of professional training and experience.
15. Support day to day administration of contracts for the construction work including review and comment on contractor applications, progress payments, change order requests and directives, and construction schedule updates.
16. Assist in the management of progress reporting, inspection reporting and project documentation requirements.
17. Work closely with project teams and coordinate in the field of the Agency's staff, field Inspectors, design staff, contractors and subcontractors. Handle routine correspondence with engineers, contractors and other stakeholders. Oversee consultant personnel/construction managers to ensure proper inspection, record keeping and report writing practices and procedures.
18. 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. Resolve disputes between the Agency and contractors concerning plans, specifications and extra work.
19. Review, analyze, negotiate and recommend all requests for construction contractor adjustments, claims and notices to Project Manager(s). 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. Manages the turnover of all archive documents to the Agency and other duties. Represents agency at weekly Progress Meetings, provide meeting minutes and manage all submittals including maintaining submittal log. Attend board meetings as needed and present clear and concise project status reports.
20. Review and approve progress reports, invoices, disadvantage enterprise documentation and other reports required by the California Department of Transportation (Caltrans), Federal Transit Administration, and other public agencies with interest/oversight.
21. Ability to work flexible or extended work schedules on different projects throughout Napa County.
22. 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: A minimum of five (5) years progressively responsible professional engineering experience for Principle or Manager position (2 years for Associate/Senior positions), preferably with experience 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. Ability to use Bluebeam, Microsoft Office Suite and Project (or other Gantt chart program).

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;
- 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.
- 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:

- Perform and/or direct preliminary engineering and final design work, including preparation of environmental documents, plans, specifications and estimates;

- Administer consultant contracts;
- 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 (for Manager of Engineering although desirable for other position classes).

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

APPLICATION PROCESS

A completed Napa Valley Transportation Authority Employment Application must be received by Human Resources at 625 Burnell Street, Napa, CA 94559 by **4:00 p.m., Monday, January 3, 2022.** 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 best 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 the department interview.

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.