



**The Solano Transportation Authority seeks an energetic, experienced and talented individual for the position of Project Manager/Engineer**

## **EMPLOYMENT OPPORTUNITY**

**JOB TITLE: PROJECT MANAGER/ENGINEER**  
**DEPARTMENT: PROJECTS**  
**REPORTS TO: DIRECTOR OF PROJECTS**

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### **THE POSITION**

The Project Manager/Engineer is a new position. It will be responsible for performing project management duties and engineering work involving studies and reports, plans, designs, and details of transportation systems. Under direction of the Director of Projects, major responsibilities include overseeing and reviewing project proposals, plans, and specifications prepared by others. The position acts as a liaison between the public, (developers, engineers, architects, contractors, home owners neighbors, and concerned citizens), Caltrans, Solano County and its cities. The Project Manager/Engineer is responsible for assisting the Director of Projects in the delivery of projects

### **THE SOLANO TRANSPORTATION AUTHORITY**

The Solano Transportation Authority (STA) coordinates countywide transportation plans, programs and projects under a joint powers agreement among the cities and county of Solano. The STA develops transportation plans for highways, transit, rail, ferries, rideshare, bikes and pedestrians. STA is currently delivering major transportation projects throughout the county, including the I-80 High Occupancy Vehicle (HOV) Lanes, the I-80/I-680/State Route (SR) 12 Interchange Environmental Document, and two Reliever Route Projects. As the Congestion Management Agency (CMA) Solano County, the STA also manages and allocates various federal, state and regional transportation funds.

The STA is governed by an eight-member board composed of a member from the Solano County Board of Supervisors and mayors of each of the seven cities within the county. The agency has a total budget of about \$12 million and a full time staff of sixteen.

### **THE COMMUNITY**

Solano County (pop. 423,000) is one of the nine Bay Area counties and is located midway between San Francisco and Sacramento in close proximity to the Napa Valley. The county is within a 2-1/2 hour drive of the Sierra Mountains and Lake Tahoe. Solano County's seven cities are Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville and Vallejo. The landscape ranges from rich agricultural land in the north to rolling hills in the south. Along the southern and western borders are San Francisco Bay, the Carquinez Straits, Suisun Bay and the Sacramento River. Visitor destinations include Six Flags Discovery Kingdom, the Jelly Belly and other candy factories, factory outlet centers, numerous bicycle/pedestrian trails and access to a variety of water-related recreational activities.

Solano County is home to Travis Air Force Base, which is a major employer. It is estimated that the number of jobs in the County will increase from about 150,000 to nearly 161,000 by 2010. Principal freeways and highways are I-80, I-505, I-680, I-780, SR 12 and SR 113. The County's

transportation infrastructure includes a Union Pacific Railroad mainline and the Capitol Corridor passenger rail service, several bridges and the Baylink Ferry service to San Francisco.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Assist the Director of Projects in project planning, design, and delivery of projects;
- Coordinate with Caltrans, MTC, and local agencies to ensure timely delivery of STA projects;
- Responsible for project management and engineering work in design, construction, inspection and plan review;
- Acts as a liaison between the public (developers, engineers, architects, contractors, home owners, neighbors, and concerned citizens), Solano County and its cities;
- Plan and coordinate the activities and operation of transportation projects;
- Coordinate assigned activities with outside agencies and the general public;
- Prepare statistical reports, analyses, agenda items, and documents to ensure project compliance and requirements;
- Represent the STA at public meetings;
- Prepare and/or review written legal descriptions on transportation issues;
- Maintain necessary records of project operations;
- Work with funding agencies to ensure that the STA and its local agencies receive substantial regional, state and federal funding;
- Collaborate consultants and partner agencies to advance the STA “Priority Projects” and programs which address the broad mix of transportation needs and modes, including highways, roads, rail, ferries, buses, bicycles and pedestrians;
- Perform other related duties as assigned.

### **THE IDEAL CANDIDATE**

This position is a hands-on project manager/engineer and must have the knowledge of principles and practices of civil engineering as they apply to planning, design, inspection, and construction of public works projects and transportations, including engineering and map plan checking. The candidate must have keen understanding of project budgets, time lines, and success of each project. A combined unique skill with the latest technology, training, and understanding of the myriad construction and transportation code and regulations is advantageous.

#### **Experience and Education**

A Bachelor’s Degree in Civil Engineering or a closely related field is required and a Master’s Degree is preferred. Technical background in transportation planning or project management is required, with experience in structural, building plan review, and transportation projects. Knowledge of Caltrans policies and procedures as related to project delivery.

#### **Competencies, and Personal Characteristics**

In addition to the experience and education described above, the ideal candidate will be.

- Knowledgeable of transportation project design, construction, and funding;
- A strong leader and team player with positive energy;
- Effective in establishing solid relationships with multiple stakeholders;
- An excellent communicator (both oral and written);
- An effective listener who is able to build consensus;
- Able to work with and complement existing staff;
- Analytical and capable of administering a complex work program;
- Flexible, unbiased and a person of high integrity;
- Committed to customer service;
- Effectively manage assigned operations and work tasks;

- Prepare clear, concise and accurate project reports, correspondence and other written documents;
- Maintain detailed project based records;
- Identify problems with data and reports and develop appropriate solutions;
- Develop and maintain cooperative working relationships with other employees, representatives of various public and private agencies, and the general public;

### **COMPENSATION AND BENEFITS**

Salary: \$6,691 - \$8,133/Month. Salary will be determined based on overall qualifications. In addition, the STA offers an excellent benefits package that includes:

Employer pays seven percent (7%) PERS retirement contribution on tax-deferred basis

- Employer paid 401(a) in lieu of Social Security
- Employer paid PERS health insurance
- Employer paid Dental, Vision and Life insurance
- Fourteen paid holidays and twelve days sick leave
- Ten days vacation during the first five years and fifteen days thereafter

### **PHYSICAL DEMANDS**

While performing this job, the employee is regularly required to walk; sit; use hands to handle objects, operate keyboards, tools, or controls; talk and hear. 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, drive a van and handle event equipment. Must have valid California Class C drivers license and have a satisfactory driving record.

### **OTHER DUTIES AND RESPONSIBILITIES**

Must have valid California Class C drivers license.  
Performs related duties as assigned.

### **SUPERVISION**

The Project Manager/Engineer reports directly to the Director of Projects.

### **DESIRABLE QUALIFICATIONS**

Candidates will be screened in relation to the criteria outlined. Applicants meeting the qualifications for this position may be invited for an interview. The STA reserves the right to modify the selection process as necessary to conform to administrative or agency standards.

*Forward Resume, Salary History and  
3 Work Related References to:*

Director of Projects  
**SOLANO TRANSPORTATION AUTHORITY**  
One Harbor Center, Suite 130  
Suisun City, CA 94585

**Application Deadline: Open until filled.**

*(Resumes w/out Salary History & References may not be considered.)*