

SENIOR PROJECT MANAGER AND PROJECT MANAGER *(Two Positions)*

San Mateo County Transportation Authority
(San Carlos, CA)





THE TRANSPORTATION AUTHORITY

The San Mateo County Transportation Authority (SMCTA) plans, funds, and delivers transportation programs and projects throughout San Mateo County. It is an independent agency and is governed by an appointed board of seven directors, who are elected officials, representing the county, cities, and the San Mateo County Transit District. The SMCTA was formed in 1988 with the passage of the voter-approved half-cent sales tax for countywide transportation projects and programs, known as Measure A. The original Measure A expired on December 31, 2008. In 2004, county voters overwhelmingly approved a reauthorization of Measure A through 2033. In addition, the San Mateo County voters approved in 2018 Measure W, a new 30-year half-cent sales tax for transportation projects and programs in effect from July 1, 2019 through June 30, 2049. The TA's role is to administer the proceeds from Measure A & W to fund a broad spectrum of transportation-related projects and programs.

HIGHWAY

The Transportation Authority Program team members develop, manage and administer large complex transportation projects and programs with specific emphasis on highway and roadway projects.

The purpose of this program is to reduce congestion and improve safety on highways in San Mateo County. The program divides streets and highways projects into two categories: those that will remove bottlenecks in the most congested commute corridors and those that will improve multi-modal traffic operations and safety throughout the county. Both Measure A and Measure W funding can be used for infrastructure improvements to highway network such as interchange modifications, ramp improvements, managed lanes implementation, and may include smaller bicycle and pedestrian improvements. Only Measure W funding can be used to for dedicated pedestrian and bicycle projects.

As defined by the 2004 Transportation Expenditure Plan, Measure A provides the Highway category with a 27.5 percent share of the sales tax revenue collected. Similarly, as defined by the 2018 Congestion Relief Plan, Measure W provides the Highway category with a 22.5 percent share of the sales tax revenue collected. However, four percent of the Measure W Highway program funds are set aside for [Transportation Demand Management \(TDM\)](#) strategies that reduce countywide congestion (this equates to approximately one percent of all Measure W sales tax revenue). According to the 2020-2024 Transportation Authority Strategic Plan, both measures are projected to produce approximately \$1 billion in available funding for this program (\$429 million for the remaining 15 years of Measure A and \$614 million for the 30 year life of Measure W).

The SMCTA Board of Directors approved on December 2, 2021 funding of approximately \$114 million in Measure A and Measure W funds for twelve additional projects submitted by agencies in response to the Highway Program Call for Projects. These projects include complete street designs on Highway 1 and El Camino Real, improvements at and near various interchanges, and managed lanes on US 101. Please refer to the SMCTA website: "www.smcta.com" where you can find information on the approved list of projects covering a wide array of highway operational, safety and multi-modal capital projects. You can also view the SMCTA's 2020-2024 Strategic Plan, and the 2021-2030 Short Range Highway Plan.

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THE OPPORTUNITIES

The TA actively seeks candidates for consideration for the Senior Project Manager and the Project Manager positions to join the Highway team. The Senior Project Manager reports to the Deputy Director, Transportation Authority Program with the Project Manager reporting to the Senior Project Manager.

Functions of the Senior and Project Manager positions include:

- Responsible for the management of scope, schedule, budget and quality control 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 consultants in support of the delivery of capital projects and in alignment with the goals and core principles of the Measure A and W programs.
- Support the development and implementation of the SMCTA Highway Program and prepare staff reports and make recommendations for funding, projects selection, and project delivery items before the SMCTA Board of Directors and the Citizen Advisory Committee.
- Manage tracking and regular reporting for capital projects, including program progress and financial status.
- Act as liaison with internal and external stakeholders (such as Samtrans, Caltrans, C/CAG, San Mateo County, and different cities within the county), for SMCTA capital projects.

Additional duties for both positions include:

- Present assigned SMCTA projects at project and community meetings, and at public hearings.
- Prepare staff reports and presentations for the Board of Directors and Citizen Advisory Committee on assigned projects.
- Develop requests for proposals that include scope of work and independent cost estimates to solicit consultant proposals.
- Perform project management duties including: Develop scope of work, prepare and review cost estimates, monitor project schedules and budgets, monitor work in progress and produce reports on status, approve; authorize; negotiate and execute contract changes, review consultant invoices and process payments.
- Provide oversight of capital projects that are SMCTA funded and locally administered and ensure that recipients of SMCTA funds comply with policies and procedures.
- Investigate, negotiate and resolve project issues.
- Conduct peer review of various project planning, environmental and design documents.
- Work collaboratively with projects stakeholders to represent the SMCTA in regional transportation efforts.
- Perform all job duties and responsibilities in a safe manner to protect oneself, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.

THE IDEAL CANDIDATES

The ideal candidates for both the Senior Project Manager and the Project Manager will be outstanding transportation project managers. These candidates will have a background in engineering or planning in the transportation field. The ideal candidates will thrive in an open and flexible work environment. In addition, they will be effective communicators and update the team and Deputy Director in a timely and responsible manner.

Education, Experience and Certifications

Minimum Qualifications: Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the positions. Development of the required knowledge and abilities is typically obtained through but not limited to:

Senior Project Manager:

- Bachelor's degree in civil engineering, planning or related discipline.
- Five (5) years of full-time work experience in project management.
- Two (2) years of full-time work experience in supervising professional staff.

Project Manager:

- Bachelor's degree in civil engineering, planning or related discipline.
- Three (3) years of full-time work experience in project management.

Other Requirements:

- Experience working with; and a strong understanding of the Caltrans Project Development Process on multiple phases of projects (e.g., planning, environmental, design and construction) on the State Highway System is desirable.
- Familiarity with the environmental review CEQA and NEPA requirements, Climate Action Plan for Transportation Infrastructure (CAPTI) provisions, standard plans and specifications, and state and national Complete Streets Design guidelines.
- Must possess effective written and verbal communication and presentation skills.
- A California Professional Engineer (PE) license or Certified Project Manager Certificate from the Project Management Institute is desirable.

COMPENSATION

The annual salary range for the Senior Project Manager is \$121,792 to \$182,688 and the annual salary range for the Project Manager is \$99,511 to \$149,267 per year and will be dependent upon the qualifications and experience of the selected candidate. Base salaries are typically increased annually by 3% for cost of living. In addition, benefits are provided which include:

- Holiday: Seven paid holidays, plus up to four floating holidays per year.
- Paid Time Off: Up to 26 days (PTO) 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)
 - Classic Members - 2% @ 60 benefit formula, 3-year average of highest
 - New Members - 2% @ 62 benefit formula, 3-year average of highest compensation

For additional information on benefits, please visit: <https://www.smctd.com/jobs.html#benefits>

HOW TO APPLY

Please apply **on-line immediately** at www.alliancerc.com. Candidate review will begin in mid-June 2022. For questions, inquiries or candidate recommendations, please contact:

Sherrill Uyeda or Cindy Krebs

ALLIANCE RESOURCE CONSULTING LLC

Telephone: (562) 901-0769

Email: suyeda@alliancerc.com or ckrebs@alliancerc.com

 <https://www.linkedin.com/company/alliance-resource-consulting>

The SMCTA celebrates diversity and is committed to creating an inclusive and welcoming workplace environment. The SMCTA is an Affirmative Action/Equal Opportunity Employer. Minorities, women, persons with disabilities and veterans are encouraged to apply.