



# Job Description

## CAPITAL PROJECTS DIVISION Principal Engineer

*The San Francisco County Transportation Authority is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.*

### SUMMARY

The Principal Engineer provides oversight and manages delivery of select capital projects for which the Transportation Authority has direct delivery responsibilities, with activities ranging from the environmental phase through design and construction of the project. This position manages multiple projects, performs technical analyses and interacts with a variety of public agency staff, advocates and private stakeholders.

**Reports to:** Deputy Director for Capital Projects

**Exemption Status:** Full-Time, Exempt

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides project delivery support to project sponsors responsible for implementing large capital projects and select programs within the Transportation Authority's Program of Prop K projects.
- Plans, directs, and supports timely and cost-effective delivery of the design, management, construction, and delivery of Transportation Authority projects. Prepares and maintains project schedules, budgets, and quality control objectives.
- Monitors project oversight and project controls activities for select Transportation Authority programs and funding initiatives. Monitors project management and delivery to aid in programming decisions. Develops and implements strategies in partnership with project sponsors to assure projects are delivered timely and per scope and budget parameters.
- Provides technical input on capital projects, as needed to support development and updates to the Countywide Transportation Plan, other Transportation Authority and outside agency plans, studies and programming efforts.
- Provides timely communication of project status and issues to the Deputy Director and maintains technical and administrative control of capital project development and support.
- Reviews, develops, negotiates and recommends or confers as appropriate to the Deputy Director the approval of contracts and cooperative agreements with other governmental agencies, consultants and private contractors, as needed, and is responsible for monitoring their implementation.
- Coordinates with federal, state, and local agencies during project conceptualization, design, and implementation, and ensures compliance with any pertinent administrative requirements.



- Prepares Board memoranda and official Transportation Authority correspondence, and presents before management, the Transportation Authority Board, and other external agencies.
- Assists with the development of the annual work plan for the division.
- Supervises, develops, and evaluates professional and subordinate staff and counsels and disciplines staff.

### **SUPERVISORY RESPONSIBILITIES:**

Supervises Associate Engineer. May supervise external consultant teams.

### **MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**Training and Experience:** Completion of a bachelor's degree in an appropriate discipline such as Transportation Planning, and Civil or Transportation Engineering. Five (5) years of progressively responsible experience in transportation project and program management and a State of California professional engineering license are required. An equivalent combination of education and experience is acceptable.

**Knowledge:** Advanced knowledge of principles, practices, and techniques of project and program management for capital projects; regulatory requirements and guidelines associated with obligation and expenditure of local, regional, state and federal transportation funds for capital projects; standard cost estimation and value engineering techniques; standard transportation planning principles and methods; consultant contract preparation and oversight of consultant contracts for professional services; database management techniques; and proficiency with standard computer spreadsheet, word processing and internet software.

**Skills and Abilities:** Ability to implement an effective capital project and program monitoring plan to ensure timely and cost-effective project delivery; familiarity with project scheduling applications; ability to analyze and interpret data pertaining to capital planning issues using appropriate methods and statistical techniques; summarize and present data and prepare written reports and recommendations; speak effectively and write clearly and concisely.

**Physical Demands and Work Environment:** The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Annual Compensation Range: \$136,110 - \$187,833 ... Adopted December 14, 2018  
Resolution 19-33**