



# Job Description

## **CAPITAL PROJECTS DIVISION Highway Program Manager**

*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 Highway Program Manager manages, oversees, or coordinates project development efforts on numerous highway and streets projects and programs funded by and/or affecting San Francisco. These include:

- Executing delivery and supporting the planning of highway and street projects including Yerba Buena Island/Treasure Island infrastructure improvement projects, working in collaboration with the Treasure Island Development Authority (TIDA); Highway 280 improvements in the Balboa Park area; and select Transportation Authority programs and funding initiatives.
- Conducting project delivery oversight of highway and street projects including, but not limited to 19th Avenue Improvements, Sloat/Skyline intersection modifications, Better Market Street, and Quint Connector Road.

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

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

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans, directs, and supports capital project development efforts in order to ensure timely and cost-effective delivery of the numerous highway and streets projects/programs affecting San Francisco including the Yerba Buena Island/Treasure Island infrastructure improvement projects, working in collaboration with the TIDA; Highway 280 improvements in the Balboa Park area; and select Transportation Authority programs and funding initiatives.
- Provides project delivery oversight to project sponsors and manages contract engineering and design personnel engaged in highway and streets capital projects as well as select program support and development. Example projects include, but are not limited to 19<sup>th</sup> Avenue Improvements, Sloat/Skyline intersection modifications, Better Market Street, and Quint Connector Road.
- Facilitates interagency coordination and communication between key stakeholders, including: the Federal Highway Administration (FHWA); local, state, and regional transportation agencies; Caltrans; the City and County of San Francisco; funding partners; and other stakeholders.
- Coordinates with federal, state, and local agencies during project funding conceptualization, design, and implementation, and ensures compliance with any pertinent administrative requirements.
- Engages and interacts with internal and external stakeholders including Transportation Authority employees and employees from other regional agencies, private entities, as well as, federal, state and local government officials and residents, businesses, engineers, contractors, and consultants.
- Directs the preparation and maintenance of project schedules, budgets, and quality control objectives and procedures.



- Supervises, develops, and evaluates professional and subordinate staff and counsels and disciplines staff.
- Continually provide cost reviews and projections and assists with positioning the project to successfully secure funding.
- Directs the preparation of and reviews grants, contracts, memorandums, and correspondence.
- Prepares Board memoranda and Transportation Authority correspondence, and presents before management, the Transportation Authority Board, other external agencies, and the public.

### **SUPERVISORY RESPONSIBILITIES:**

May supervise external consultant teams or staff.

### **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 Transportation Planning, Civil, Transportation Engineering or related field. Seven (7) years of progressively responsible experience in transportation project and program management required, including at least three (3) years of demonstrated staff management experience as well as planning and delivering urban highway and streets projects. 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, specifically rail; standard cost estimation and value engineering techniques; standard transportation planning principles and methods; consultant contract preparation and oversight of consultant contracts for professional services; regulatory requirements and guidelines associated with obligation and expenditure of local, regional, state and federal transportation funds for capital projects; database management techniques; and proficiency with standard computer spreadsheet, word processing and presentation 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; ability to work and communicate with contractors, consultants, engineers, planners, and other internal and external stakeholders; 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: \$164,980 - \$229,200... Adopted XXXX XX, XXXX  
Resolution XX-XX**