CAPITAL PROJECTS MANAGER

Salary Range: $87,653 - $115,345

Tahoe Transportation DISTRICT

Thank you for your interest in the Tahoe Transportation District and its mission to protect Lake Tahoe and connect its communities. The District is responsible for facilitating and implementing safe, environmentally positive, multi-modal transportation plans, programs, and projects for the Lake Tahoe Basin, including transit operations and parking management.

POSITION SPECIFIC RESPONSIBILITIES

- Provide overall project leadership, manage transit and transportation planning/engineering, and project development activities.
- Manage transportation and transit capital projects involving multi-modal facilities, as well as assisting in preparing strategic plans for discipline growth, preparing scopes of work, conducting quality control reviews.
- Responsible for successful scoping, contracting, and project execution.
- Develop solutions for difficult problems/tasks of unusual complexity and scope that require a high degree of innovation and ingenuity.
- Regularly monitor the progress of projects or tasks through project management reviews.
- Direct and coordinate activities of consultants and partner agency reviews to ensure project progresses within scope, on schedule, and within prescribed budget.
- Participate in on-going strategic positioning for regionally significant multi-modal project opportunities.
- Maintain critical lines of communication on capital project delivery and risk mitigation strategies.
- Develop trusted adviser relationships with key transportation partners and guide the application of strategic transportation policies.
- Maintain proper quality assurance and quality control.
- Serve as the TTD representative at meetings, presentations, and public hearings related to assigned projects.

ESSENTIAL FUNCTIONS

This is a full-time, grant funded position to support the Capital Program Manager and Executive Director in the development and execution of transportation and transit projects. The incumbent will have oversight of planning and engineering consultant teams in all aspects of design and plan preparation for roadway, highway, transit, and multi-modal improvement projects. They will deliver projects by agreed grant requirements, plan, budget, and quality objectives and lead, assign, and review work of the project delivery teams.

The incumbent will lead and/or assist with grant development, request for proposals, and interview preparation and participation. Additionally, they will provide technical direction, support and strategic planning while being a visible and active member of the transportation community.

KNOWLEDGE/SKILLS

- Bachelor's degree in public administration, engineering, natural resources management, or a related field.
- Five years of increasingly responsible professional experience as Project Manager in planning, engineering, transportation organization and/or capital projects.
- Experience in managing multi-modal projects in the planning/engineering and implementation stages.
- Requires extensive, progressive, and technical experience in transportation.
- Knowledge and experience of Federal and State transportation regulations and programs, including FTA, FHWA, and NEPA, prefer to have experience in CEQA and TRPA regulations.
- Knowledge of Caltrans local program procedures and/or Nevada Department of Transportation Local Public Agency Project procedures.
- Excellent organizational and project/program management skills.
- Strong facilitation and negotiating skills.
- Strong analytical and forecasting/planning skills.
- Develop and maintain effective working relationships with those contacted in the course of work, including a variety of County and government officials, community groups, and the general public.
- Must possess a valid driver license in the State of California or Nevada.

BENEFITS

DISTRICT EMPLOYEES RECEIVE VACATION, PAID SICK LEAVE, PAID HOLIDAYS, AND EMPLOYEE MEDICAL, DENTAL, VISION, LIFE INSURANCE, AND SHORT-TERM DISABILITY. THE DISTRICT CONTRIBUTES 8% OF EMPLOYEE COMPENSATION INTO A SOCIAL SECURITY REPLACEMENT PLAN AND 4% OF EMPLOYEE COMPENSATION INTO A RETIREMENT PLAN. THE EMPLOYEE CAN CONTRIBUTE VOLUNTARILY TO A 457(B) DEFERRED COMPENSATION PLAN.

APPLICATION PROCEDURE

Any qualified person interested in this position should submit their cover letter, resume, and application to DeDe Aspero, Tahoe Transportation District, P. O. Box 499, Zephyr Cove, Nevada 89448 or email to daspero@tahoetransportation.org

Please visit www.tahoetransportation.org to review the full position profile and download the job application.