



ALAMEDA COUNTY  
TRANSPORTATION COMMISSION

# Assistant Transportation Engineer

HR24-04



## DEADLINE TO APPLY

This recruitment will remain open until filled.

Candidates are encouraged to apply early in the process for optimal consideration.

The first review of resumes will take place on

**August 4 2024.**

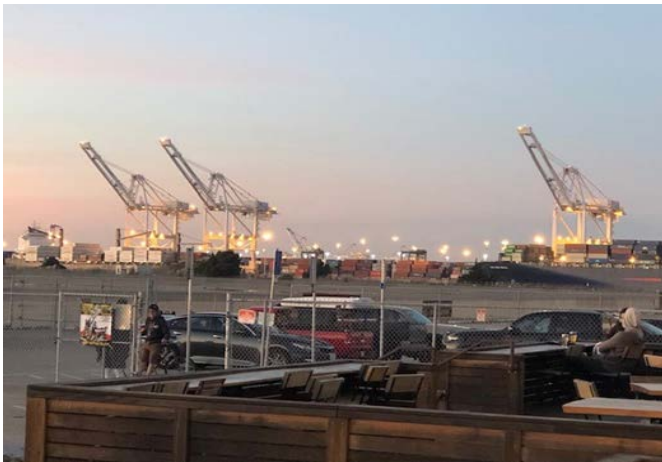


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## THE OPPORTUNITY

Under general supervision of the Director of Project Delivery or designee, the Assistant Transportation Engineer will:

- Support engineering activities, projects, and other programs;
- Plan, analyze, organize, coordinate, and oversee engineering work, including long- and short-term project planning, programming and compliance, design construction and related areas;
- Ensure that projects and programs meet all applicable laws, regulations, and agency policies;
- Coordinate assigned projects and activities with other agency staff, member jurisdictions, regional transportation agencies, and/or state agencies;
- Provide complex staff assistance and perform related work as required.



## THE AREA

Alameda County is the geographic center of the San Francisco Bay Area, located east of the San Francisco Bay, extending to Livermore in the East and from Albany in the North to Fremont in the South. Alameda County encompasses 813 square miles of land and as a population in excess of 1.6 million, making it the second most populated county in the Bay Area.

## THE ORGANIZATION

Alameda County Transportation Commission (Alameda CTC) is a joint powers authority that plans, funds and delivers transportation programs and projects that expand access and improve mobility in Alameda County. Alameda CTC was created by the merger of the Alameda County Congestion Management Agency and the Alameda County Transportation Improvement Authority in order to allow for better coordination of transportation planning and programming within the County, as well as position Alameda County jurisdictions and transit agencies to better compete for limited state and federal transportation dollars.

**Together, We Deliver Excellence.** Alameda CTC is invested in making a positive impact. Our staff values a nurturing environment with visionary thinking to deliver our mission. We embrace the diversity of our vibrant teams and actively collaborate toward our common goals. Staff at Alameda CTC advance inclusivity and trust through open, honest, and respectful communication. Our culture is built together, day by day, in every action we take.

**We Are, Who We Serve.** Alameda CTC is committed to serving the people of Alameda County. We aspire to be people-centric by celebrating those who bring their authentic selves to work and we support the needs of our very diverse communities. We strive to cultivate opportunities that address historical inequities by inviting and engaging multiple perspectives. We set the standard for diversity, equity, and inclusion and our leadership cultivates a workplace that empowers staff to reach their potential.

**Equity.** Alameda CTC recognizes inequities in marginalized communities and is committed to advancing racial, socio-economic, and environmental justice in order to maintain the diversity of our communities. Alameda CTC adopts and implements deliberate policies, systems, and actions to deliver transportation funding, projects and programs that result in more equitable opportunities and positive outcomes for marginalized communities.

## THE IDEAL CANDIDATE WILL HAVE:

- Knowledge of civil and transportation engineering principles, concepts, and standards to help successfully deliver capital projects located on the state highway system, arterials or rail crossings.
- Ability to learn project controls, cost control, and project reporting.
- Aptitude to understand Federal, State, and local laws, regulatory codes, ordinances, design standards, and procedures relevant to assigned area of responsibility.
- Knowledge of practices researching engineering and design issues, evaluating alternatives, and reporting analysis.
- Skills collaborating and building strong partnerships with a wide variety of local agencies and consultants.
- Strong work ethic; ability to prioritize a variety of projects and multiple tasks in an effective and timely manner and meet critical deadlines; detail-oriented approach to work.
- Knowledge or experience with grant application development.
- Knowledge of capital project development processes/phases.
- Effectively communicate in person, over the telephone, and in writing, including demonstrated technical writing skills.

## EXAMPLE OF ESSENTIAL RESPONSIBILITIES

- Serve as an assistant project engineer/project participant (based on experience) on transportation engineering projects including multimodal/complete streets corridor projects, freeway interchange modernization projects, rail grade separation and crossing safety improvements, and other regionally significant projects.
- Review and develop drafts of project study reports, project reports, environmental documents, and other technical documents.
- Review plans, specifications, estimates, and technical reports for consistency with applicable codes and standards and requirements of Caltrans, local jurisdictions, and other agencies.
- Perform Quality Control checks on technical work products from consultants.
- Provide input into project designs (based on experience) and technical analyses to best meet project purpose and need and manage scope as overseen by Project Managers.
- Review drafts of contract terms and amendments; ensure consultant/contractor compliance with agency terms and conditions, standards and specifications, and time and budget estimates; review and track deliverables and action items; monitor project schedule and cost adherence. Investigate problems related to scope of work or cost issues. Support project manager to ensure that projects are completed on time and within budget.
- Analyze and report on project schedules and project expenditures as directed by the Director of Project Delivery.



- Coordinate and participate in meetings with representatives of other agencies and project stakeholders.
- Prepare drafts of staff reports, presentations, and project information summaries for distribution to various committees, community groups, and professional organizations about capital projects.
- Aid in the preparation of applications for regional, state, and federal grants.
- Support development of project agreements including funding agreements, construction agreements, and maintenance agreements.
- Perform site visits as needed.
- Support project public outreach including development of outreach plans and materials and execution of outreach activities such as open houses, advisory committee presentations, pop-ups, digital outreach campaigns, and informational presentations.
- Research, collect, record, analyze, interpret, and summarize statistical information; prepare, establish and maintain spreadsheets for reporting purposes.
- Attend and participate on a variety of committees, professional groups, and task forces as assigned.
- Stay abreast of new trends and innovations related to transportation engineering.

## QUALIFICATIONS

- Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering, transportation engineering, or a related field.
- One (1) year of experience in civil engineering, transportation engineering and related activities.
- Possession of an Engineer in Training (EIT) certificate is desirable but not required.

## COMPENSATION AND BENEFITS

The annual salary range is \$108,333 to \$140,833, depending on qualifications and experience.

Alameda County Transportation Commission offers a generous benefits package including:

- Cafeteria Plan which employees can use to choose the following:
  - Health, Dental, and Vision Insurance; and
  - Life, AD&D, and Long-term and Short-Term Disability Insurance.
- Retirement Program in the California Public Employee Retirement System (CalPERS):
  - Classic Member (member of CalPERS prior to January 1, 2013) - 2.5% at age 55 (employee contributes 3%)
  - New Member (under PEPPA laws) – 2% at age 62 (employee contributes 7.75%, subject to change by CalPERS at the beginning of each fiscal year)
- Vacation Leave: Starts at 10 days per year and increases based on years of service.
- Sick Leave: Accrued at 1 day per month.
- Holidays: 11 paid holidays, plus three (3) floating holidays, per year.
- Other benefits include transit subsidy, flexible spending accounts, 457 retirement plan, flexible hybrid work schedule, tuition assistance, etc.

## TO APPLY

To apply for this opportunity, please visit the Alameda CTC website and download and application at: <https://www.alamedactc.org/get-involved/careers-jobs/>

Complete application packets must include a cover letter, resume, and application and may be sent by email to: [recruitment@alamedactc.org](mailto:recruitment@alamedactc.org).

Alternatively, you can mail the completed application materials to:

**Attn: Recruitment  
Alameda CTC  
1111 Broadway, Suite 800  
Oakland, CA 94607**

**Incomplete applications will not be considered.**

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Alameda CTC is an equal opportunity employer encouraging workforce diversity and is committed to ensuring that no person is excluded from participation in, denied the benefits of, or discriminated against under its hiring activities on the basis of race, color, creed, sex, gender, religion, marital status, registered domestic partnership status, age, national origin or ancestry, physical or mental disability, veteran status, sexual orientation, gender identity/gender expression, or medical condition including genetic characteristics. Title VI of the Civil Rights Act of 1964 provides protections against discrimination based on race, color and national origin; and 49 United States Code Section 5332 provides additional protections against discrimination based on religion, national origin, sex, disability, or age.

Employment at Alameda CTC is at-will.

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.



