



### **MANAGER OF CAPITAL PROGRAMS**

STATUS: Non-Exempt

SALARY: \$86,000 - \$135,000 per year  
(\$41.35 - \$64.90 per hour)

#### **SUMMARY**

Under general direction, Manager of Capital Programs (Manager) is responsible for performing professional level work directing the activities of staff and consultants to provide a broad range of project grant development, programming, management, contract administration, and planning and architectural/engineering services in the development and implementation of the agency's Capital Improvement Program. Manager exercises direct supervision over assigned staff.

#### **REPRESENTATIVE DUTIES**

*This list is intended to indicate the general nature and level of work performed by employees within this classification and is not designed to be interpreted as an exhaustive listing of all tasks required of employees assigned to this job.*

#### **REPRESENTATIVE DUTIES IN ALL ASSIGNMENTS:**

1. Oversees the Capital Programs Division consisting of staff and consultant project teams responsible for the funding, planning, design, and construction of projects supporting the agency's passenger rail programs.
2. Leads all phases of the capital project process including programming, project development, preliminary design, right-of-way acquisition, utility coordination, final design, bidding, construction, and project closeout.
3. Develops ongoing funding and implementation plans in conjunction with the agency Directors/Executive Director to ensure project quality, schedule, and cost control.
4. Prepares regular progress reports for programming efforts and capital projects including grant opportunity deadlines, budget updates, project status, and schedule.
5. Coordinates, manages, and tracks multiple project activities on several projects concurrently.



6. Maintains project financial activities including coding, approving, and administering projects in cooperation with the Finance Department. Initiates and revises project cost data reports and approves payments to consultants, contractors, etc.
7. Coordinates with federal, state, and local agencies on project development, construction, and permitting.
8. Establishes priorities and goals for project teams and adjust work accordingly.
9. Evaluates, selects, and manages consultants retained by the agency to provide expertise in project studies, grant applications, programming, development, design, management, or inspection. Develop, negotiate, and manage professional agreements and contracts with consultants.
10. Resolves design and construction related conflicts and disputes.
11. Prepares Governing Board agenda materials and makes presentations to a variety of boards, councils, stakeholders and the general public.
12. Trains and develops staff in proper project management practices.
13. Performs other duties as assigned or required.

### QUALIFICATION GUIDE

#### Knowledge of:

- Funding programming cycles and capital improvement program development
- Construction management and sequencing of engineering, utilities, right of way, and construction activities.
- Professional service and construction contracts (i.e. architectural, engineering, highway, and building).
- Principles and practices of supervision, training, and personnel management.

### Required Skills in:

- Utilizing a personal computer and associated software programs.
- Project development and scheduling.
- Establishing and maintaining effective working relationships with agency staff, stakeholders and the general public.
- Determining the amount, type, and cost of items involved in completing work to ensure a fair and equitable price.
- Identifying and resolving problems.
- Negotiating acceptable solutions.
- Formulating, analyzing, and interpreting construction progress.

## EDUCATION AND EXPERIENCE

### Education:

- Graduation from a four-year college or university with a major in urban or regional planning, engineering, geography, sociology, public administration, economics, political science or related field.
- Preferred but not required: Current license as a Professional Engineer (PE), Professional Architect (AIA), or certification as Certified Construction Manager (CCM)

### Experience:

- Bachelor's Degree from an accredited college or university in Architecture, Construction Management, Engineering, or a related technical field. Seven (7) years of increasingly responsible experience in programming and/or project management work involving public works projects and facilities, including three (3) years in a supervisory capacity (staff and/or consultant teams).



### WORKING CONDITIONS/PHYSICAL ACTIVITIES

*(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job.)*

Positions in this class typically require:

- Work may be performed in a stressful, fast-paced office environment, depending upon assignment.
- Ability to understand verbal communication and to respond effectively.
- Reaching, Grasping, Feeling, Talking, Hearing, Seeing, frequent lifting of 5-30 pounds and occasionally 30-70 pounds, and Repetitive Motions in computer use.
- Walking, standing and/or sitting for long periods of time.
- May be exposed to dust and/or various outdoor conditions.

### OTHER REQUIREMENTS

- Must possess and maintain a valid Driver's License.
- Frequent driving within the ACE and San Joaquin Corridors.
- Maintain availability to work evenings and Saturdays.

*San Joaquin Regional Rail Commission (SJRRRC) has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.*

*SJRRRC is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.*



## Additional Employment Information

### GENERAL BENEFITS PACKAGE

- Choice of PPO or HMO plans. 100% employee coverage, 70% dependent coverage
- Vision, dental and life insurance programs
- Agency contribution equivalent of 15% of employee's base salary to a defined contribution plan (401(a)); five-year vesting program
- Sick leave accrued at 12 days per year
- Vacation leave accrued starting at 10 days per year
- 10 observed holidays
- Floating holidays accrued at four days per year
- Optional deferred compensation program (457)

### MIDDLE MANAGER BENEFITS PACKAGE

- Agency contribution equivalent of 1% of employee's base salary to a defined contribution plan (457)
- 40 Hours of Administrative Leave/Year

### SELECTION PROCESS

SJRRRC seeks to employ persons whose backgrounds and abilities enhance the diversity of the demographics of the community it serves. The selection process is based on merit, and shall extend to all candidates a fair, impartial examination of qualifications based on job-related criteria.

Applicants best matching the requirements of the position will be invited to take an assessment, if applicable, and initial interview. Applicants successful in the assessment and initial interview may be asked to return for additional interviews as warranted. Candidate will be required to successfully complete a drug and alcohol test, background report and physical examination prior to appointment.



SAN JOAQUIN  
REGIONAL  
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## Additional Employment Information

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Interested applicants must submit both a resume and SJRRC application for employment by email to [hr@acerail.com](mailto:hr@acerail.com), or mail to:

San Joaquin Regional Rail Commission  
Attn: Human Resources  
949 East Channel Street  
Stockton, CA 95202

Applications can be downloaded from the SJRRC website at [www.sjrcc.com](http://www.sjrcc.com) or picked up at the above address. SJRRC is an Equal Employment Opportunity Employer.

For more information about SJRRC, please visit [www.sjrcc.com](http://www.sjrcc.com).

For more information about ACE, please visit [www.acerail.com](http://www.acerail.com).

For more information about SJJPA, please visit [www.sjjpa.com](http://www.sjjpa.com).