

# PROJECT MANAGER

Department of Capital Projects (Up to 2 positions)



Santa Cruz County Regional Transportation Commission



## EXCITING CHANGES AND PROJECTS WITH PURPOSE

Big things are happening at SCCRTC! We're leading the way with transformative projects that will shape the future of transportation in our community. Initial phases of the Coastal Rail Trail and Highway improvements are complete, we've secured millions in state and federal grants to continue implementing our vision. These achievements reflect our commitment to innovation, sustainability, and improving the quality of life for our region. Further, the RTC has undergone an organizational transformation to invest intentionally in its people, its culture, and how it delivers transportation solutions to the community. Over the past several years, the agency has undertaken meaningful organizational development efforts, including restructuring to better align operations with our mission, expanding career development, and modernizing internal practices to support collaboration, accountability, and innovation. These changes have strengthened our workplace culture grounded in continuous improvement and shared purpose, where employee voices are valued and professional growth is the standard.

## ABOUT THE POSITION

Under direction of the Director of Capital Projects, oversees, supports, monitors, coordinates and manages one or more capital projects, coordinates with other agencies on programs, and participates in the activities and functions of the Capital Projects department of the Santa Cruz County Regional Transportation Commission. Further duties include performing research and analysis, writing reports, developing project scopes of work, budgets, and schedules; grants; developing, implementing and administering programs; administering construction of regional capital projects; performing public outreach regarding assigned programs and capital projects; supervisory and/or mentoring duties; and performs other related duties as assigned.

The Santa Cruz County Regional Transportation Commission is committed to equity, inclusion, and community representation. We strive to reflect the diversity of Santa Cruz County in our workforce and welcome applicants from all backgrounds, including those historically underrepresented in transportation and public service. We are proud to be an Equal Opportunity Employer and encourage individuals of all races, ethnicities, genders, sexual orientations, abilities, and veteran statuses to apply.

## FINAL FILING DEADLINE

By **3:00 p.m. Friday  
February 27, 2026**  
(Priority Screening)  
Open until filled.

## CONTACT US

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[info@sccrtc.org](mailto:info@sccrtc.org)

[sccrtc.org](http://sccrtc.org)





## DISTINGUISHING CHARACTERISTICS

This is a journey-level classification responsible for a variety of programs and projects in support of Santa Cruz County Regional Transportation Commission services and operational activities. The Project Manager may serve as a subject matter specialist and resource for staff in the agency. The incumbent oversees daily program operations, and assists in reviewing the work performance of other agencies and contractors.

## SUPERVISION RECEIVED AND EXERCISED

This is a management-level position that reports to the Director of Capital Projects. Provides direct and functional supervision to agency staff.

## TYPICAL TASKS

*Duties may include, but are not limited to, the following:*

- Serves as program or project manager for regional priority programs, projects, or studies that the Commission is responsible for delivering under Measure D, State Transportation Improvement Program, and other funding sources, in coordination with partner agencies to ensure timely and cost-effective project delivery and compliance with all regulatory and funding requirements.
- Plans and coordinates capital project work through subordinate level staff of assigned functions or private contractors or consultants; reviews and evaluates work methods and procedures; meets with key staff, stakeholders, and partner agencies to identify and resolve problems.
- Evaluates and reviews work for acceptability and conformance with department standards, including capital program and project priorities; works with subordinate staff on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Represents the Commission to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Prepares reports, correspondence, and written recommendations concerning transportation-related capital projects; research issues as requested.
- Coordinates with Caltrans and local jurisdictions and directs the delivery of the Commission's capital improvement programs.
- Provides functional support for the management of pass-through and competitive grant funding programs operated by the RTC; and interpret, apply and implement Federal, State, and regional rules and regulations regarding the use of funds and programmatic requirements.
- Develops strategy and manages preparation of grant applications and administration of grants for Commission-led projects. Provides departmental support for programming functions of assigned programs, projects, and studies.
- May serve as Assistant Resident Engineer on construction projects.
- Provides department support for the development and updates of the Measure D Strategic Implementation Plan, Annual Report, Overall Work Program, and Five-Year Program of Projects; cash flow model and budgets for Capital Projects.
- Provides functional support for the management of the Commission's transportation demand management, specialized transportation, and transit programs.
- Procures and manages assigned contracts for transportation program, projects, or studies, including requests for proposals, advertisements for bids, instructions to bidders, detailed specifications or scopes of work, contract budgets, invoice review, and task management.
- Reviews and recommends approval of cost estimates, construction plans, consultant invoices, checks computation, and specified material for accuracy and conformance with regulations. Prepares and administers or assists in the administration of capital project budgets.
- Provide feedback and comments on federal, state, and regional transportation policy.
- Coordinates trail and corridor maintenance along the Santa Cruz Branch Rail line with the Director of Internal Services, Real Property Specialist, and Real Property Technician.
- Makes presentations before public, private, or government decision-making bodies, providing technical information, data, and expert advice.
- Serves as committee or backup staff to an RTC committee and mentors junior employees with committee activities.
- Prepare staff reports, memos, correspondence, consultant or contractor procurement documents, complex and comprehensive project reports, and other written materials.
- Participate in conferences; represent the Commission at regional and sub-regional meetings.
- Performs special projects as assigned and related duties as required.

# EMPLOYMENT STANDARDS

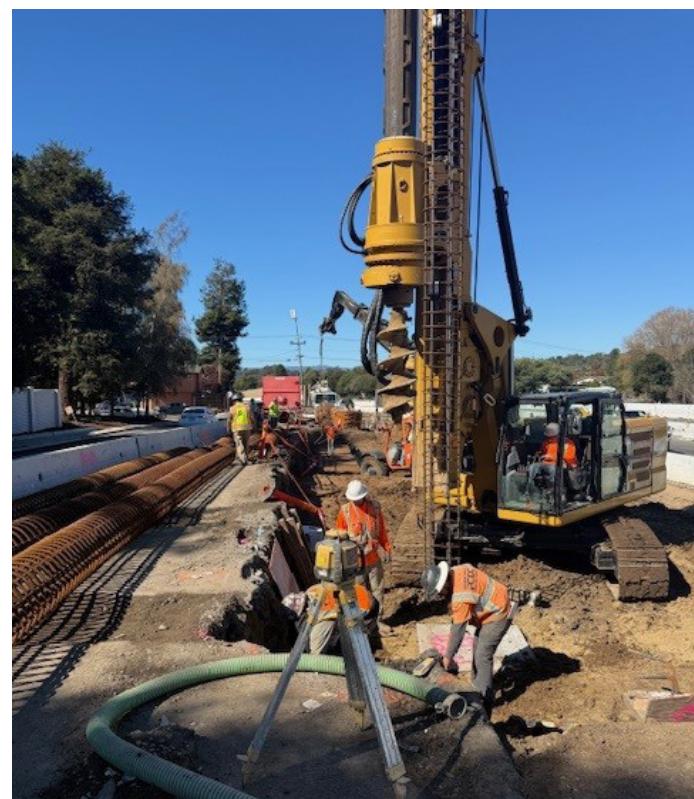
*A combination of experience, education, and/or training that substantially demonstrate the following knowledge and skills:*

## **Knowledge of:**

- Principles and practices of transportation project delivery, project management, construction administration, and project management.
- Current standards and policies for the design of complete streets, roads and highways, bikeways, sidewalks and trails, and safe crossings.
- Trends and innovations in transportation engineering design, construction, materials, modeling and travel forecasting, traffic simulation tools, data collection, and analysis.
- Transportation funding sources and reporting requirements.
- Federal, state, and local laws, regulations, and policies relating to environmental review, design and construction standards, procurement, and contract management.
- Interrelationships between federal, state, regional, and local agencies involved in or affected by transportation engineering projects and programs.
- Principles and practices of team building and conflict resolution.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.

## **Ability to:**

- Plan, fund, and deliver complex transportation projects on time, within budget, and minimizing disruption to the traveling public.
- Review engineering plans and specifications prepared by private contractors and consultants.
- Perform complex transportation engineering analyses and studies, utilizing software applications for data analysis.
- Coordinate work of consultants, government agencies, utilities, project partners, and Commission staff to ensure timely, cost-effective project and program delivery.
- Oversee all phases of engineering work in progress and enforce standard safety practices and procedures in the field.
- Interpret and apply construction and design standards, various codes and regulations, department policies, procedures, rules, and regulations.
- Develop and implement department and Commission policies and procedures.
- Gain cooperation through discussion and persuasion.
- Successfully develop, control, and administer project and program budget and expenditures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Communicate clearly and effectively in writing, utilizing technical and statistical information.
- Make presentations that convey complex engineering information and transportation data to a variety of audiences in a manner that is persuasive and easy to understand.
- Supervise, train, and evaluate assigned personnel.
- Develop effective working relationships with Commissioners, member agencies, and business and public groups to gain cooperation and consensus.



## EDUCATION, EXPERIENCE, AND TRAINING

*The knowledge, skills, and abilities listed above may be acquired through various types of training, education, and experience. A typical way to acquire the required knowledge and abilities would be:*

### **Education:**

Equivalent to graduation from a four (4) year accredited college or university with major coursework in engineering, construction management, environmental science, environmental studies, architecture, planning, or related field from an accredited college. MA/MS, MBA, or similar advanced degree is desirable.

### **Experience:**

Three (3) years of progressively responsible capital project delivery experience, including managing projects.

Experience working in the public sector or reporting to and interacting with a Board of Directors and providing information for board or commission decisions is desirable.



## LICENSES AND CERTIFICATIONS

Must possess and maintain a valid California driver's license and meet automobile insurability requirements or the ability to provide suitable transportation needs of the Commission as a condition of continued employment.

### Class Information:

Unit: RTC Association of Middle Management (RAMM); At-Will

FLSA Status: Exempt

Established: October 2025

Revised: N/A

## APPLICATION PROCESS

To be considered for this position, please submit a resume, cover letter, completed supplemental questions and a completed employment application.

Application and job description are available at: <https://www.sccrtc.org/about/working-with-the-rtc/#jobs>:

**APPLICATION AND ALL OTHER MATERIAL MUST BE RECEIVED BY 3:00 P.M. ON FRIDAY FEBRUARY 27, 2026 TO BE GUARANTEED PRIORITY SCREENING. This position is open until filled.** All resumes and correspondence will be held in confidence. Materials submitted become the property of RTC and will not be returned. Relocation assistance will not be provided.

For assistance or if you require special accommodations, please call **(831) 460-3200**. RTC Office hours are 8:00 a.m. - 5:00 p.m., Monday - Friday. The RTC will not fax application materials.