



DEPUTY PROJECT DIRECTOR

Position Overview

The Transbay Joint Powers Authority (TJPA) has an exciting employment opportunity for an individual seeking significant responsibility as part of the leadership team delivering Phase 2 of the Transbay Program, the Downtown Rail Extension (DTX), also known as The Portal, a multi-billion-dollar investment to connect the Bay Area's and State's transportation infrastructure. The successful candidate for the Deputy Project Director will report directly to the Project Director and indirectly to the Caltrain Project Director and engage at a leadership level within The Portal Integrated Delivery Team (IPDT). The IPDT includes TJPA, consultant and Caltrain dedicated delivery staff who are responsible for day to day decision making and delivery of The Portal, a multi-billion-dollar transportation project extending Caltrain electrified rail and future high-speed rail service into the Salesforce Transit Center known as the "Grand Central of the West."

Working effectively within the IPDT construct, the Deputy Project Director will provide clear and consistent leadership to effectively address and resolve design and construction related matters, oversee environmental compliance and right-of-way requirements, engage stakeholders and agencies as part of a multi-agency partnership, and other technical matters aligned in accordance with TJPA and Caltrain requirements, while facilitating California High Speed Rail Service once the program reaches the peninsula, to deliver The Portal as scheduled and within the prescribed budget.

The Program

TJPA oversees the Transbay Program - a multibillion-dollar investment to connect the Bay Area's and the State's transportation infrastructure. The Program is being developed in two phases in coordination with local, regional, and state strategic plans.

Phase 1 of the Program delivered the Salesforce Transit Center in downtown San Francisco, a 1,000,000-square-foot state-of-the-art facility that currently serves multiple local and regional bus transit operators from across the Bay Area. The transit center, which contains 100,000 square feet of retail space and a 5.4-acre rooftop park, among other amenities, was developed in tandem with San Francisco's Transit Center District Plan and Transbay Redevelopment Plan to create a high-density transit-oriented district in the area surrounding the transit center. The Transbay Program spurred the development of millions of square feet of office space, thousands of residential units, and several acres of open space, and now anchors a vibrant mixed-use neighborhood.

The Portal will extend Caltrain commuter rail and future California high-speed rail from its current terminus 1.3 miles south of downtown San Francisco into the transit center, providing a critical interregional and statewide link for Peninsula commuters and eventually travelers on the State's future high-speed rail system.

The Portal is the link that will allow regional and statewide high-speed trains to travel between downtown San Francisco, Silicon Valley, Sacramento, Central Valley, and Southern California. It

is essential to the State's strategic plan to build a coordinated statewide rail system that will improve mobility as California's population and economy expand.

The TJPA recognizes that The Portal is a critical rail link in the Bay Area, Northern California megaregion, and state transportation system and that it will be most efficiently and effectively developed through a multi-agency partnership among local, regional, and state stakeholder agencies with expertise in developing, funding, and implementing major infrastructure projects. Therefore, the TJPA entered the San Francisco Peninsula Rail Program Memorandum of Understanding (MOU) and subsequent Implementation Agreement with The Portal partner agencies: California High-Speed Rail Authority, City and County of San Francisco (Mayor's Office), Metropolitan Transportation Commission, Peninsula Corridor Joint Powers Board (Caltrain), and San Francisco County Transportation Authority to deliver The Portal.

Under this MOU, an Executive Working Group (EWG) consisting of executives of the partner agencies has been instituted to support the efforts of the TJPA through its Executive Director. The Project Director leads an Integrated Program Management Team (IPMT), consisting of technical representatives from each of the partner agencies with relevant experience in large complex projects supporting program development and delivery.

ASSIGNED DUTIES

Under the direction and supervision of the TJPA Project Director, and working as part of IPDT leadership, the Deputy Project Director is responsible for planning, directing, monitoring, evaluating, and implementing The Portal scope, schedule, budgets, and contracting during the project engineering and construction phases through revenue service including close out with particular focus on managing staff and resources for environmental planning and compliance, real estate acquisition, utility relocation, and third parties including agencies having jurisdiction.

The Deputy Project Director will work with senior managers within IPDT leadership, each having assigned areas of responsibilities, including Caltrain staff responsible for track and systems design, construction, testing, integration, start-up, and close-out.

Responsibilities of the Deputy Project Director include, but are not limited to:

- Managing the design of complex engineering scope for construction, ensuring that all relevant local, state, and federal codes, standards, and project requirements are met.
- Supporting the Project Director and Caltrain Project Director with program delivery including inter-agency coordination.
- Representing The Portal and providing project presentations at regulatory, intergovernmental, and private sector meetings. Work with community leaders and members, neighborhood councils, businesses, property owners, and neighborhood groups.
- Collaborating with Caltrain and California High-Speed Rail delivery staff to ensure incorporation and delivery of operator requirements.
- Collaborating with the Chief Financial Officer in developing a program budget, funding plan(s) and funding compliance for The Portal.

- Collaborating with the TJPA Communications and Legislative Affairs Director on legislative, advocacy, public outreach efforts for The Portal.
- Coordinating with the City and County of San Francisco and other agencies having jurisdiction on required reviews, permit issuance and compliance, street closures, or other impacts.
- Leading staff and various technical, design and program consultants to ensure continued progress and orderly development of design, contract document development, and regulatory compliance within prescribed budget and schedule, and in accordance with The Portal's quality control and assurance expectations.
- Evaluate job performance of staff which also includes their professional development through the identification of on-the-job and other professional development opportunities.
- Planning and developing budgets for a wide variety of engineering and construction activities including staffing, training, and developing staff in professional and technical areas.
- Supporting The Portal MOU and Implementation Agreement through engagement with agency partners.
- Reading, reviewing, evaluating, and interpreting technical materials, research reports, and scientific studies; applying skills in the application of specific engineering and construction delivery theory to practical field and office problems; analyzing and investigating complex engineering and construction issues and determining an effective course of action for resolution; and establishing sound conclusions or logical recommendations with consideration of the ramifications and impact of decisions.
- Evaluating ongoing design work and recommending timely changes or additions to consultant or subconsultant staffs as necessary to ensure high-quality results.
- Reviewing and commenting upon proposed consultant contracts and work authorizations; ensuring that consultants comply with the terms of their respective executed contracts including performance within prescribed scope, schedule and budget expectations.
- Anticipating issues, crafting and overseeing mitigation measures.
- Serving as an advisor to the Project Director and/or TJPA leadership and staff on technical and external agency engagement matters.
- Providing updates to the TJPA Board of Directors, EWG, and IPMT as directed by the Project Director.
- Performing special assignments as required by the Project Director.
- Writing and/or reviewing and approving reports, memos, recommendations, routine correspondence, and other documents.
- Perform other duties as assigned.

Preferred Qualifications

- Baccalaureate degree or higher in Engineering. Registered Professional Engineer in California.
- Minimum of ten (10) years of experience demonstrating increased responsibility and success in planning, designing, managing, and overseeing delivery of major and complex infrastructure projects including transit rail. Experience should include five (5) years supervising, mentoring, and coaching professional and support staff as well as extensive stakeholder engagement and collaboration.
- A proven ability to identify and resolve planning, design, and other technical and/or management issues.
- Knowledge of federal, state, and local laws applicable to the planning and design, construction, maintenance, and operation of complex public infrastructure projects.
- A proven ability to communicate clearly and effectively delivering technical presentations before community, stakeholder, and policy-making bodies in public forums.
- Ability to effectively manage a multi-disciplinary team to complete timely, quality work products.
- Demonstrated ability to lead, engage and coordinate teams including internal project managers, consultants, contractors and agency partners.

Knowledge and abilities:

- Principles and practices of heavy construction in the transit industry
- Principles and practices of excavation methods
- Principles and practices of state and federal environmental review
- Principles and practices of public policy, funding, and project finance
- Principles and practices of project management, program development, implementation, and administration
- Principles and practices of risk management
- Principles and practices of contract negotiation and administration
- Principles and practices of budget preparation and administration
- Related federal, state, and local laws, codes, and regulations
- Transportation planning methods, procedures, and regulations
- Right-of-Way activities including acquisition
- Environmental planning and compliance

To be successful as an employee of the TJPA you will also:

- Have a passion for our mission
- Promote a safe, inclusive, and equitable workplace
- Display good judgment and critical thinking
- Have a high level of personal and professional integrity and trustworthiness
- Have a strong work ethic and thrive in a fast-paced environment
- Promote a collaborative approach while providing effective leadership

Compensation

Salary is negotiable dependent upon qualifications and experience. The pay range for this position is \$200,000 - \$257,920. A comprehensive benefits package includes medical, dental, vision, life insurance, CalPERS retirement plan, 12 days per year vacation, 10 holidays, 12 days per year sick leave, and up to 5 days per year administrative leave.

Application Process

Send a cover letter and resume via e-mail to Nila Gonzales, ngonzales@tjpa.org, or via mail to 425 Mission Street, Suite 250, San Francisco, CA 94105. The successful candidate will be required to pass a background and credit check.

Equal Employment Opportunity

The TJPA is an equal opportunity employer, and we value workplace diversity. We invite resumes from all interested parties, including minorities, women, veterans, and persons with disabilities.

More information about the TJPA can be found at <http://www.tjpa.org>