**JOB OPENING ANNOUNCEMENT**

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Employment Hotline (650) 508-6308

**March 10, 2020**

**TITLE:** Deputy Chief, Rail Development

**EMPLOYMENT TYPE:** Exempt

**DIVISION:** Rail

**APPLICATION DEADLINE:** Tuesday, March 31, 2020

**PAY RANGE:** $3,171 – $4,756 per week ($164,907 – $247,361 estimated annual)

**WORK LOCATION:** 1250 San Carlos Avenue, San Carlos, California

**WORK SCHEDULE:** Full Time

**Job Summary:** The Deputy Chief, Rail Development, reports to the Chief Operating Officer, Rail and is responsible for the systemwide capital project delivery and engineering initiatives for the Peninsula Corridor Joint Powers Board (Caltrain). This position is also responsible for planning, budgeting, and implementing long-term and short-term capital program delivery and engineering initiatives consistent with the Caltrain Business Plan.

**Examples of Essential Functions:**

- Responsible for the management of budget, schedule, staffing, project controls related to the delivery of all railroad capital projects in all phases including design, construction and transition to operation.
- Responsible for all engineering for the railroad including track, signal, communications, facilities, right-of-way (ROW), stations and traction power, on-board and back-office systems, and Positive Train Control (PTC). This includes change management and documentation in accordance with Caltrain procedure and regulatory authority.
- Responsible for providing engineering support to the Operations and Maintenance contract operator and the JPB operations and maintenance team.
- Responsible for the Quality Assurance (QA), transit asset management (TAM), and configuration management programs.
- Represent Caltrain with federal, state, and local agencies and stakeholders on matters related to railroad engineering and construction.
- Supervise staff. Hire, mentor, and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

**Examples of Duties:**

- Oversee the development and management of capital project delivery including planning, estimating, and recommending project priorities.
- Make recommendations for various project delivery methods such as design-build and design-bid-build, as appropriate. Evaluate which projects or parts of projects Caltrain will perform or have performed by various entities; for example, deciding whether or not projects could be stand-alone projects or can be performed by the contract maintainer.
- Oversee construction management processes and procedures including Project Controls.
- Oversee the development and management of engineering design and design review and approval process and procedures.
- Oversee the development of and implementation of a quality assurance plan for maintenance or other Caltrain functions, asset management, and configuration management policies and procedures.
- Oversee adherence to policies and procedures related to engineering and capital projects.
- Provide regular reports to the Chief Operating Officer, Rail, GM/CEO, and the Board of Directors on the progress of capital program and engineering projects.
- Act as COO in the absence of the, Chief as needed.
- Represent Caltrain at regulatory, intergovernmental, and private sector meetings. Work closely with community leaders and members, neighborhood councils, business, property owners, neighborhood groups and public/private organizations related to rail development initiatives, policies, and programs.
- Represent the agency’s rail development program in internal Executive Team meetings with the GM/CEO.
- Work with Human Resources to develop a succession plan for the Rail Development staff that includes human capital initiatives and workforce retention strategies.
• Evaluate job performance of staff which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.
• Perform all job duties and responsibilities in a safe manner to protect one’s self, fellow employees, and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
• Perform other duties as assigned.

**Supervision:** Works under the general supervision of the Chief Operating Officer, Rail and the General Manager/CEO, who establishes goals and objectives and evaluates performance.

**Minimum Qualifications:** Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

• Bachelor’s degree in Engineering, Construction Management, or related field.
• Nine years of professional experience in leading and managing civil or rail engineering, construction management, or public works project management functions in a large, complex, and highly integrated organization.
• Four years of management level experience of engineering, construction management, and/or project management staff.
• Must be a registered Professional Engineer in the State of California.

**Preferred Qualifications:**
• Experience with commuter rail or rail transit is desirable.
• Knowledge of federal, state, and local rules and regulations as they relate to railroad structures and systems engineering and construction project management.
• Experience with maintaining and construction projects carried out on the ROW of operating railroad is desirable.
• Must possess a valid California driver license with a safe driving record.

**Ideal Candidate:**
• The Deputy Chief must be a thought leader who drives the agency’s vision for a financially sustainable business plan that can optimize its role as a mobility manager for the Peninsula, Bay Area, and larger mega-region.
• The Deputy Chief must be dynamic policy problem-solver, able to forge innovative planning, financial, and community partnerships that tackle the complexities of Caltrain’s evolving challenges and opportunities.
• The Deputy Chief will ultimately navigate the agency through the implementation of an ambitious Business Plan that improves the region’s mobility and quality of life.

**Selection Process May Include:**
• Application screening for completeness and minimum qualifications
• Written and/or skills assessment examination
• Finalists will be interviewed by a selection panel
• Background investigation

**Current Employment Benefits at SamTrans:**

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<td>Holidays</td>
<td>Seven paid holidays, plus up to five floating holidays per year</td>
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<td>Time Off</td>
<td>Paid Time Off: 26 days per year</td>
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<td>Cafeteria Plans</td>
<td>Medical, dental, vision care, group life insurance, and more</td>
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<td>Transportation</td>
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<td>- Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation</td>
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<td>- New Members – 2% @ 62 benefit formula, 3 year average of highest compensation</td>
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**How to Apply:**

Although we encourage applicants to apply online, we are still accepting paper applications.

• Apply online or complete a SamTrans Employment Application per instructions printed on the application.
• When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html). When completing the paper application, please specify the position for which the application is being submitted.
• Incomplete or improperly completed online or paper applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online or paper application reflects the work experience and education needed to meet the requirements for the position(s) for which you are applying.
• Your completed application package must be received by the District’s Human Resources Department by the specified deadline to receive consideration. Paper applications must be received by the Human Resources Department by 4:30 pm on the application deadline date. Online applications must be submitted prior to midnight on the application deadline date.

The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please call (650)508-6308.

SamTrans is an Equal Opportunity Employer Minorities/Women/Persons with Disabilities/Veterans