JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

April 20, 2021

TITLE: Deputy Director, Infrastructure Engineering
EMPLOYMENT TYPE: Exempt (Full-Time)
DIVISION: Rail (Development/Engineering)
APPLICATION DEADLINE: Friday, May 14, 2021
PAY RANGE: $2,342 – $3,513 per week ($121,792 – $182,688 estimated annual)
WORK LOCATION: San Carlos, California

JOB SUMMARY: The Deputy Director, Infrastructure Engineering, reports to the Director, Engineering, and is responsible for the development and management of infrastructure projects and programs related to structural and track integrity for the Peninsula Corridor Joint Powers Board (Caltrain).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Develop and maintain engineering standards for railroad infrastructure maintenance, including track structures, facilities, Right of Way (ROW), Maintenance of Way (MOW), and third-party utilities
- Develop, implement, and maintain budgeting of the railroad infrastructure State of Good Repair (SOGR) program
- Responsible for the development of maintenance plans for infrastructure assets.
- Ensure compliance with 49 Code of Federal Regulation (CFR) Part 213 (Track Safety Standards), Part 214 (Railroad Workplace Safety), and California Public Utilities Commission (CPUC) general orders
- Apply asset management principles and develop standards for each lifecycle phase for assigned assets
- Establish performance requirements for Infrastructure assets and monitor performance
- Drive innovation to increase the effectiveness and efficiency of maintenance programs
- Act as liaison with Rail Operations, Planning, and Safety departments on the development of rail infrastructure projects
- Supervise staff. Hire, mentor and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in the selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

EXAMPLES OF DUTIES:

- Provide general technical direction and oversight for all Infrastructure related projects and initiatives.
- Develop cost estimates for infrastructure projects.
- Direct and coordinate the Railroad Engineering Infrastructure work program with railroad operations, planning, safety, and the contract operator.
- Review and prioritize project requests.
- Review engineering design of new railroad construction projects. Provide technical analyses and recommendations regarding design, construction, and operational issues.
- Manage culvert and structures inspection schedules.
- Establish predictive maintenance programs for critical infrastructure asset to increase availability, resiliency, reduce repairs and service interruptions, and increase the efficiency of maintenance programs.
- Respond to and investigate railroad service interruptions, and customer service complaints related to the railroad infrastructure.
- Perform engineering design review of specifications and plans.
- Identify railroad infrastructure quality concerns and purpose solutions.
- Analyze asset performance data and identify poor performance or repeating issues.
- 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 to reduce or eliminate accidents.

Perform other duties as assigned.

**SUPERVISION:** Works under the general supervision of the Director, Engineering who establishes goals and objectives, monitors 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 Civil or Structural Engineering and/or related field.
- Six (6) years of experience in the area of railroad engineering, Maintenance of Way (MOW), Right of Work (ROW), and/or track structure or facilities.
- Three (3) years supervision of railroad maintenance or engineering staff.

**PREFERRED QUALIFICATIONS:**

- Experience with electrified railroad.
- California PE or SE License (or the ability to obtain within 6 months)
- Possess effective written and oral communication skills.
- Strong prior experience with Microsoft Office suite, scheduling software (MS Project or Primavera)
- Possess a valid California drivers’ license with a safe driving record.

**SELECTION PROCESSES MAY INCLUDE:**

The selection process may consist of an evaluation of the applicant’s qualifications, review of the supplemental questionnaires, panel interview, practical exercise and/or internal Department interviews. Upon completion of the selection process, an offer of employment may be conditionally based upon the successful completion of employment and education verification and criminal background check.

**BENEFITS:**

For further benefit details please go to: [https://www.smctd.com/jobs.html#benefits](https://www.smctd.com/jobs.html#benefits)

- **Holidays:** Seven paid holidays, plus up to five floating holidays per year
- **Time Off:** Paid Time Off: 26 days per year
- **Health and Benefit Plans:** Medical, dental, vision care, group life insurance, and more
- **Transportation:** Free bus transportation for employees and qualified dependents
- **Retirement:** Social Security and Public Employees Retirement Systems (CalPERS)
  - Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
  - New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

**HOW TO APPLY:**

To apply, please visit [www.caltrain.com/about/Jobs.html](http://www.caltrain.com/about/Jobs.html). Complete an online employment application and supplemental questionnaire must be completed by Friday, May 14, 2021. A resume will not be accepted in lieu of the application and supplemental questionnaire. Incomplete application will not be considered.

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 contact the Human Resources Department at (650) 508-6308.

Caltrain celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encourage to apply.