



JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

December 8, 2020

TITLE: Senior Project Manager
EMPLOYMENT TYPE: Exempt (Full-Time)
DIVISION: Rail (Capital Program Delivery)
APPLICATION DEADLINE: Friday, January 8, 2021
PAY RANGE: \$2,117 – \$3,176 per week (\$110.089 - \$165.134 estimated annual)
WORK LOCATION: San Carlos, CA

JOB SUMMARY: The Senior Project Manager is responsible for developing, managing, and administering capital funded civil design and construction projects ranging from \$20 - \$200 million for the Peninsula Corridor Joint Powers Board (Caltrain).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Responsible for overall management of scope, schedule, budget and quality of assigned capital projects from initiation to closeout.
- Manage projects through design, procurement and construction.
- Manage consultant and in-house staff in formal design reviews of bridges, track and structures projects.
- Manage coordination and communications with all involved parties. Collaborate and build consensus.
- Respond to others and seek to understand by asking questions and active listening.
- Represent JPB at Board, Commission, Council, and Community Meetings.

EXAMPLES OF DUTIES:

- Present project status at regular review meetings.
- Review cost estimates, monitor project schedules and budgets, monitor work in progress, approve, authorize, negotiate and execute contract changes, consultant invoices and process payments.
- Coordinate with the Resident Engineer and Construction Management Staff during construction.
- Prepare work directives to engage design consultants and oversee design work.
- Responsible for handover of completed project to systems integration and operations staff.
- Investigate, negotiate and resolve project issues.
- Identify root cause of issues. Determine and present appropriate solutions.
- 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 Director Capital Program Delivery in the Rail Development Group, 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:

San Mateo County Transit District, 1250 San Carlos Ave., San Carlos, CA 94070-1306

- Bachelor's degree in civil engineering or related fields.
- Five years of full-time professional project management experience Civil, Structural, or Transportation Engineering.
- Possession of a current California Professional Engineer's License.

PREFERRED QUALIFICATIONS:

- Transportation in rail or construction management experience.
- Must possess effective written and verbal communication and presentation skills.
- Must possess a California driver's license with a safe driving record.

SELECTION PROCESS MAY INCLUDE:

The process will include a panel interview and may include written and skills test assessments. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:

Holidays:	Seven paid holidays, plus up to four floating holidays per year
Paid Time Off:	Up to 26 days (PTO) per year
Cafeteria Plans:	Medical, dental, vision care, group life insurance and more
Transportation:	Free Bus Transportation for employees and qualified dependents
Pension:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none"> • 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 the <https://www.caltrain.com/about/jobs.html>. Complete an online employment application and supplemental questionnaire by **11:59 pm on Friday, January 8, 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.
- SamTrans 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.