



**Peninsula Corridor Joint Powers Board (Caltrain)
Director, Capital Program Management**

ABOUT CALTRAIN

Caltrain provides commuter rail service along the San Francisco Peninsula, through the South Bay to San Jose and Gilroy. The San Francisco and San Jose Railroad Company began passenger rail service on the Peninsula in 1863. The system we know today as Caltrain had its start in 1992, when the Peninsula Corridor Joint Powers Board took over the operation of the train.

The Peninsula Corridor Joint Powers Board, which owns and operates Caltrain, consists of nine representatives from San Francisco, San Mateo and Santa Clara counties.

RESPONSIBILITIES

Caltrain is seeking a Director for Capital Program Management. The Director, Capital Program Management reports to the Deputy Chief, Rail Development Division, and is responsible for all program management functions that support capital project delivery for the Peninsula Corridor Joint Powers Board (Caltrain).

The successful candidate will be responsible for leading program management services for all capital projects and working in collaboration with the Engineering and Capital Project Delivery departments. The Director will maintain and implement best practices and procedures in all program management functions to contribute to the achievement of Caltrain's short- and long-term objectives.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Examples of essential functions and responsibilities include:

- Establish, direct, and manage all Program Management functions such as Project Controls, Project Planning and Scheduling, Risk Managements, Capital Project Contract Administration, Project Change Management, and Document Controls for all capital project delivery in collaboration with the Engineering and Capital Project Delivery departments.
- Develop and maintain Program Management functions best practice processes and procedures including but not limited to project controls plan, project baseline, project forecasting, change management and trending, contract administration, risk management and document controls; develop and implement training programs for all Program Management functions.
- Manage program management department to provide program management services for all capital projects and perform as a check and balance function for Capital Program Delivery; support the Director of Capital Program Delivery for development of scope, schedule, and budget for all capital projects.
- Develop and implement policies and procedures for project controls function which includes cost management, schedule management, project baseline, change management and trending, document controls and records management in support of capital project delivery; manage the continued refinement and management of document control systems for program and projects.

- Develop and manage all capital project progress and performance reporting processes to ensure all progress reports are accurate, consistent, and comprehensive; provide guidance and direction to the Project Controls Manager to resolve project issues; review all capital project progress reports including risk register, change logs, project schedules and total installed costs.
- Develop and/or refine procedures for project scope definition and control, project reporting, fund management and guidelines for cost estimating at various stages of a project.
- Oversee the management of capital project budgets through planning, design, procurement, award, construction and close out; support Capital Program Delivery in development of the capital funding plan with the Grants and Budgets departments.
- Manage the development and/or refinement, implementation, and maintenance of a system to track and manage the use of all capital program and project budgets and grant funds. This will include the production of periodic reports for board presentations, funding agencies, and internal management.
- Analyze and recommend improvements to the existing capital project delivery system; document project delivery processes and/or improvements through the development of a formal Capital Program Management Plan.
- Assist in the continued refinement and management of project control systems, including the development and maintenance of project controls deliverables such as cash flow analysis, cost control reports, and time-phased budget that has integrated project costs and schedules.
- Assist in the development and tracking of key project performance indicators, including setting up and managing project work breakdown structures, project baseline budgets and schedules, project trends, forecasting estimate-at-completion cost, analyzing project earned value performance data, and the development of project schedule recovery plans. The system shall enable analyzing and reporting of program cost and schedule performance, and the forecasting of total costs associated with the program to assist with resource planning and estimating, capital cost control, cash flow projections, analysis, and reporting.
- Work with Director of Capital Program Delivery and district Procurement on all capital project procurement efforts; work with District Procurement for all capital project procurement efforts with a focus on terms and conditions of contracts based on the delivery methods; develop contract administration procedures.
- Define capital project status report template and requirements; review and approve all capital project initiation forms, project portfolio and work plans in support of the annual call for capital projects.
- Working with Director of Capital Program Delivery, develop and/or refine Risk Management plan and procedure, define risk management process for all capital projects.

- Work closely work with various divisions and departments within Caltrain, including but not limited to capital project delivery, engineering, capital grants, finance and accounting, contracts and procurement, construction management, and specialty (SEC) and general engineering (GEC) consultants.
- Supervise staff including hiring, mentoring, and taking appropriate corrective and/or disciplinary action; ensure EEO policies and procedures are followed, participate in selection of staff and coordinate staff training and professional development; and establish performance objectives, monitor, and evaluate employee performance.
- 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.

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: a comprehensive knowledge of and significant experience in all areas of the public project management and project delivery process;

- Bachelor's degree in engineering, construction management or closely related field;
- Ten (10) years of progressively responsible experience in program management oversight, project management, construction management experiences; and
- Seven (7) years of full time management experience.

PREFERRED QUALIFICATIONS

Project Management Professional (PMP) Certification is desirable. Knowledge of basic Federal, State, and regional transportation grant and fund programming processes and previous experience providing program management oversight services for public or government agencies is desirable.

TO APPLY

For additional information or to apply for this position, please contact Gregg A. Moser at gmoser@kapartners.com.