



JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

September 24, 2021

TITLE: Deputy Director, Capital Planning
EMPLOYMENT TYPE: Exempt (Full-Time)
DIVISION: Rail (Caltrain Planning)
APPLICATION DEADLINE: Friday, October 15, 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, Capital Planning will report to the Director, Systemwide, Stations, and Capital Planning and will be responsible for all management phases of project development including scoping and feasibility, consultant management for activities related to capital planning, programming, and prioritization for the Peninsula Corridor Joint Powers Board (Caltrain).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Develop and manage Caltrain's 10-year capital improvement plan (CIP) and rolling four-year Capital Program, including supporting and input documents, ensuring that adequate funding and staff resources are available to successfully carry out the CIP.
- Coordinate internally with grants and fund programming and serve as the primary liaison with partner agencies and jurisdictions related to capital planning and funding. Coordinate with other departments and outside agencies to ensure adherence to Board-authorized policies and procedures.
- Develop and support agreements and procedures around major third-party projects (e.g. the VTA BART Extension from San José to Santa Clara and the San Francisco Downtown Extension).
- Oversee planning studies for Caltrain and third-party capital projects to ensure adherence to scope, schedule, budget, quality and timely delivery and lead community relations in support of those projects.
- Develop, revision and implementation of master process to track and monitor stages of development of capital planning initiatives, from early proposal stages through planning to engineering (and handover to Caltrain's Rail Development team).
- Plan, organize, manage, and coordinate the work of staff and consultants, as well as independent third parties, engaged in capital planning projects.
- 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:

- Develop qualitative and quantitative prioritization strategy and methodology to guide capital investments that implement the Caltrain Business Plan and ensure capital investments address needs in alignment with operations, infrastructure, political, funding, equity, and community requirements. (
- Develop and maintain Caltrain's CIP and prioritization methodology to respond to impacts of unexpected changes to capital or operational needs and opportunities (i.e. funding).
- Manage, track, and develop progress reports for the capital program.
- Direct Caltrain activities associated with grant preparation, readiness activities, and submittals.
- Work in collaboration with Government Affairs staff to assess the impact of legislative and policy proposals that may affect Caltrain's funding for capital projects, and make recommendations to the Board, as appropriate.
- Work closely with Caltrain Rail Development on project engagement, governance, advice, and standards adherence for projects.
- Represent Caltrain by preparing and presenting information on the CIP, Capital Program, and individual capital planning projects to citizen advisory boards, community groups, external stakeholders, and members of the

public. Prepare and present ordinances, calendar items, resolutions, project status updates, and other legislation to the Board.

- Manage all aspects of the planning phase of capital projects. Initiate, prepare, and manage Requests for Qualifications (RFQs) and Requests for Proposals (RFPs) for capital planning projects, and oversee professional and technical consultant/contractor agreements, workplans, budgets, schedules, and contract performance.
- 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: The position works under the general direction of the Director, Systemwide, Stations, and Capital Planning, 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 Transportation, Planning, Engineering, Public Administration, Business, or a related field.
- Six (6) years of full-time management experience in the planning and development of a Capital Improvement Plan, Capital Programs, and/or major public capital projects.
- Three (3) years managing consultants and professional staff.

PREFERRED QUALIFICATIONS:

- Possess project management experience working with public capital projects.

SELECTION PROCEES 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>

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) <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 www.caltrain.com/about/Jobs.html. Complete an online employment application and supplemental questionnaire must be completed by Friday October 15, 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.