



# JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

July 7, 2021

**TITLE:** Rail Systems Administrator  
**EMPLOYMENT TYPE:** Exempt (Full-Time)  
**DIVISION:** Rail (Systems Engineering)  
**APPLICATION DEADLINE:** **Friday August 6, 2021**  
**PAY RANGE:** \$2,117 – \$3,176 per week (\$99,511- \$149,267 estimated annual)  
**WORK LOCATION:** San Carlos, California

**JOB SUMMARY:** The Rail Systems Administrator reports to the Manager, Train Control Systems Engineering and is responsible for the administration, maintenance, testing, and troubleshooting of rail operating systems for the Peninsula Corridor Joint Powers Board (Caltrain).

## EXAMPLES OF ESSENTIAL FUNCTIONS:

- Install, configure, administer and maintain rail operating systems, including but not limited to the following: PTC Back Office Server (BOS); Rail Operations Control System (ROCS); Predictive Arrival / Departure System (PADS); Network Management System (NMS) Active Directory.
- Responsible for configuration and administration of all mission-critical back-office systems supporting Caltrain Rail operations.
- Integrate servers, databases, and backup servers and their associated applications into the operating environment.
- Administration of OS licenses, endpoint protection, virtual environments, etc. for Rail Operations.
- Responsible for rail systems disaster recovery planning and procedures.
- Apply asset management principles and develop standards for each lifecycle phase for assigned systems and assets.
- Responsible for the administration of rail systems lab and training environments.

## EXAMPLES OF DUTIES:

- Ensure the delivery of the assigned tasks are on time, on budget, and compliant with Caltrain standards.
- Develop test procedures and engineering work packages.
- Develop and maintain Policies, Procedures, and Work Instructions for Back Office Systems.
- Conduct routine audits of rail systems, software, and databases, perform system backups, and proactively test system and infrastructure performance.
- Research, recommend, and execute modifications and enhancements to rail systems to improve efficiency, reliability, and performance.
- Test and verify rail system security.
- Work with team members, decision-makers, and stakeholders to define business requirements and system goals and to identify and resolve system issues.
- Install and configure new hardware and software, apply operating system updates and configuration changes. Evaluate and test new technology products.
- Provide various routine and ad-hoc reports.
- Setup and configure training environments.
- Investigate root cause of issues, provide solutions, and update standards as needed
- Configure roles, projects, and workflow in JIRA.
- Manage and administer the engineering ticket system.
- Provide on-call services during after-hours and weekends.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promotes 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 Manager, Control Systems, 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:

- A Bachelor's degree in Computer Science or Electrical / Electronic Engineering or related field.
- Four (4) years of fulltime progressive experience in IT systems support.

**PREFERRED QUALIFICATIONS:**

- Experience with Rail Operations Systems Engineering process, including requirements capture and management, system architecture and design, system verification, and system installation and maintenance.
- Experience with software, network protocols, and integration with COTS (Commercial Off-the-Shelf) hardware and software.
- Experience with databases and related technologies.
- Applicable Windows and Red Hat administration certifications preferred.
- Experience working in a high availability mission-critical environment.
- Proficiency in Microsoft Office applications.
- Effective oral and written communication skills.

**SELECTION PROCESS MAY INCLUDE:**

The process will include a panel interview and may include written and skills test assessments or supplemental questions. 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.

**EMPLOYEE BENEFITS:**

For further benefit details please go to: <https://www.smctd.com/jobs.html#benefits>

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Time Off:	Paid Time Off: 26 days per year
Cafeteria Plans:	Medical, dental, vision care, group life insurance, and more
Transportation:	Free bus transportation for employees and qualified dependents
Retirement:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none"><li>○ Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation</li><li>○ New Members – 2% @ 62 benefit formula, 3 year average of highest compensation</li></ul>

**HOW TO APPLY:**

- To apply, please visit the [www.caltrain.com/about/Jobs.html](http://www.caltrain.com/about/Jobs.html). Complete an online employment application and if required the supplemental questionnaire by **11:59 pm Friday August 6, 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 encouraged to apply.