



JOB OPENING ANNOUNCEMENT

Apply On-line at www.caltrain.com/about/Jobs.html

Employment Hotline (650) 508-6308

November 16, 2021

TITLE: Senior Cost Engineer
EMPLOYMENT TYPE: Exempt (Full-Time)
DIVISION: Rail
APPLICATION DEADLINE: **Friday, December 10, 2021**
PAY RANGE: \$2,117 - \$3,176 per week (\$110,089 to \$165,134 est. annual)
WORK LOCATION: San Carlos, California

JOB SUMMARY: The Senior Cost Engineer reports to the Cost Controls Manager, and is responsible for assisting with developing and administering costs and scheduling of major capital projects for the San Mateo County Transit District (SamTrans), the Peninsula Corridor Joint Powers Board (Caltrain).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Develop cost estimates and schedule variance analyses for projects, and assist in securing funding.
- Develop cost and resource loaded baseline schedule for Capital Projects (including updating approved changes to create and assign newer baseline).
- Assist Project Managers in developing and updating project budgets, "Estimates at Completion" (EAC) and analyze trends to identify budget and funding gaps.
- Develop Key Performance Indicators (KPIs) for monitoring program or project performance.
- Interfaces with the project and construction teams to provide assistance with construction progress payments, change control, funding issues, procurement requisitions and other construction related issues.

EXAMPLES OF DUTIES:

- Perform cash flow and cost/schedule variance and analysis for capital projects.
- Provide PeopleSoft applications support to internal stakeholders including correction of system configuration and user error problems; and generate queries for reports.
- Coordinate the collection of information and the work required for preparing project Status Reports based on the District's financial system, schedule system, and project management input.
- Review and monitor professional and technical service contract invoices.
- Assist with construction progress payments, change control, funding issues, procurement requisitions and other construction related issues.
- Assist internal stakeholders with securing funding by processing budget transfers; coordinating project invoicing and schedules with contractors.
- 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.
- Performs other duties as assigned.

SUPERVISION: Works under the general guidance of the Cost Controls Manager who 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 degree in Construction, Engineering, Finance or related fields.
- Four (4) years of professional full-time experience in project controls or cost engineering of construction projects.

PREFERRED QUALIFICATIONS:

- Experience in cost accounting, cost forecasting, contract administration, change control, and tracking of project funding.
- Experience in cost engineering and schedule establishment.
- Knowledge of the Earned Value Management.
- Working experience with Primavera P6.
- Strong written, verbal, organizational and interpersonal skills.
- Possess a valid California driver license with safe driving record.

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. Selected candidate must successfully complete a background investigation.

CURRENT EMPLOYMENT BENEFITS:

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

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| 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">○ 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 <http://www.caltrain.com/about/Jobs.html>. Complete an online employment application and supplemental questionnaire by 11:59 pm on Friday, December 10, 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.