



# JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

October 25, 2021

**TITLE:** Manager, Signal Engineering  
**EMPLOYMENT TYPE:** Exempt (Full-Time)  
**DIVISION:** Rail (Engineering and Maintenance)  
**APPLICATION DEADLINE:** Continuous Recruitment (Open Until Filled)  
**PAY RANGE:** \$2,117 – \$3,176 per week (\$110,089 - \$165,134 estimated annual)  
**WORK LOCATION:** San Carlos, California

**JOB SUMMARY:** The Manager, Signal Engineering, reports to the Deputy Director, Systems Engineering and is responsible for the engineering and oversight aspects of the Signal and Grade Crossing Systems for Peninsula Corridor Joint Powers Board (Caltrain).

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Responsible for configuration management of Signal and Grade Crossing systems, their subsystems, and assets, along with any updates/changes to their configuration
- Responsible for Caltrain technical specifications and standards for assigned systems and assets, ensure they are current and update.
- Ensure proper interface management and integration of Signal and Grade Crossings with internal and external systems and subsystems, including Positive Train Control.
- Represent Signals and Grade Crossing Engineering for all Caltrain projects, to stakeholders, and other Caltrain matters.
- Ensure that Signal and Grade Crossing systems are compliant with Federal Railroad Administration (FRA), California Public Commissioning Utility Commission (CPUC) requirements, and Caltrain standards.
- Responsible for filings to FRA and CPUC pertaining to Signal and Grade Crossings.
- Responsible for tracking asset conditions and developing asset refresh or replacement plans for assigned assets.
- Responsible for the design development, design review, and approval of assigned systems.
- Responsible for all documentation of assigned systems, including the signal book of plans, test plans/procedures, cutover plans, and as-built.
- Ensure standardization of Signaling and Grade Crossing systems across different projects.
- Ensure the delivery of the assigned tasks on time, on budget, and compliant with Caltrain standards
- Responsible for the development of asset maintenance plans for assigned assets.
- Understand and integrate applicable AREMA, AAR, MIL, and IEEE standards, etc.
- Responsible for Engineering Solutions for Signal and Grade Crossing Systems.
- 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 test procedures and engineering work packages.
- Coordinate all Signal and Grade Crossing design, installation, testing, and cutover requirements to ensure compliance with FRA and CPUC regulations and Caltrain Standards.
- Develop cost estimates related to Signal and Grade Crossing projects.
- Review configuration changes for assigned assets, Systems, and Subsystems.
- Assist with technical oversight of railroad signal and Grade Crossing system operations, perform advanced troubleshooting, system usage, and performance analyses.
- Develop and update Signal and Grade Crossing engineering standards, policies, and procedures.
- Act as liaison on matters related to Signals and Grade Crossings with internal (operations) and external stakeholders and agencies such as California Public Utilities Commission, the Federal Railroad Administration, Cities, and other parties as required.

- Identify and resolve Signal and Grade Crossings engineering and technical issues.
- Provide prompt support to Caltrain operations and other engineering teams for matters related to Signal and Grade Crossings.
- Review operating manuals and procedures developed by various system providers or vendors.
- Manage implementation of Signal and Grade Crossing hardware and software upgrades/updates and associated test plans without interfering with Railroad Operations
- Perform design reviews for Caltrain and regulatory compliance, constructability, and cost-effectiveness.
- 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:** Works under the general supervision of the Deputy Director, Systems Engineering, 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 Electrical Engineering, Computer Science, or related field.
- Five (5) years demonstrated experience of railroad signal and/or grade crossing design or engineering.
- Two (2) years of supervising staff and/or consultants.

**Preferred Qualifications:**

- California PE in electrical engineering is preferred.
- Experience with programming Solid State Vital Processor/Controllers for Rail Signal and Grade Crossings is preferred
- Effective communication skills both orally and in writing.
- Strong prior experience with Microsoft Office suite, scheduling software (MS Project or Primavera), requirements management systems, and software configuration tools, preferred.
- Experience with rail systems, electrification, electrical interfaces, software, and network protocols, and system integration with commercial off the shelf (COTS) hardware and software is preferred.
- Experience managing contractors and consultants are preferred.

**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:**

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. **This is a Continuous Recruitment (Open Until Filled)**. 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.