



JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

June 17, 2022

TITLE: Director, Rail Operations
EMPLOYMENT TYPE: Exempt (Full-Time)
DIVISION: Rail (Operations)
APPLICATION DEADLINE: Friday, July 8, 2022
PAY RANGE: \$3,171.28 – \$4,756.94 per week (\$164,907 - \$247,361 estimated annual)
WORK LOCATION: San Carlos, California

JOB SUMMARY: The Director, Rail Operations reports to the Chief Operating Officer, Caltrain and is responsible for the review and approval of all plans, policies, and procedures to provide commuter rail service for the Peninsula Corridor Joint Powers Board.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Direct the monitoring and evaluation of the rail contract operator safety, performance, and regulatory compliance for the Caltrain commuter rail service.
- Responsible for developing, implementing and maintenance of all safety and accident prevention programs and standards. Ensure work is performed within established safety and injury prevention guidelines.
- Direct the rail contract operator's maintenance, repair, and inspection programs associated with rail equipment and rail service maintenance facility.
- Direct the maintenance and repair of stations and facilities along the Caltrain right-of-way (ROW).
- Direct the development of Caltrain including Positive Train Control (PTC) and electrification programs.
- Liaison with internal and external stakeholders on Caltrain commuter rail service operations.
- Lead all initiatives related to process improvements and change management. Ensure Standard Operating Procedures (SOP) are communicated and followed.
- Supervise staff. Hire, mentor, train, coach, 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:

- Review operational and safety reports daily to ensure that work is accomplished properly, safely, and effectively within all federal, state, and local guidelines and standards.
- Responsible for maintaining all reports related to accidents and safety violations.
- Oversee the planning and implementation of existing, new and/or expanded Caltrain services in the Peninsula Rail Corridor and to adjoining jurisdictions (i.e., Altamont Commuter Express, Capitol Corridor Joint Powers Authority, Amtrak, SF Muni, Santa Clara Valley Transportation Authority and Union Pacific Railroad), including the development of fleet plans required to support service requirements.
- Develop oversight and audit plans to ensure rail contract operator compliance with FRA, and CPUC regulations, and established Caltrain goals, objectives, and system performance standards including headway adherence, on-time performance, train operations, dispatching, delay mitigation, alternate service plans, and transportation delivery improvements.
- Oversee those facilities, rolling stock, signaling systems, and maintenance of way equipment are maintained to provide maximum service reliability, safety, and security.
- Responsible for training on SOP, communicating all policy changes and updates
- Plan, develop, manage, and oversee the implementation of operating rules, regulations, and policies for new service requirements (electrification and EMU).
- Represent Caltrain with the Federal Railroad Administration, California Public Utilities Commission, and the public; transit/funding agencies, PCJPB, and other government regulatory agencies.

- 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.
- Performs 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 accident.
- Performs other duties as assigned.

SUPERVISION: Works under the general direction of the Chief Operating Officer, Rail, who establishes goals and objectives, 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's degree in Business, Engineering, Transportation studies or or closely related field.
- Seven (7) years of railroad or rail transit operating experience is required.
- Five (5) years management level experience.
- Valid California Driver's license with a good driving record.

PREFERRED QUALIFICATIONS:

- Extensive knowledge of railroad operating rules and applicable state and federal laws and regulations is desirable.

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.caltrain.com/about-caltrain/jobs>.

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:

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- To apply, please visit the <https://www.caltrain.com/about-caltrain/jobs>. Complete an online employment application by 11:59 pm on Friday, July 8, 2022. A resume will not be accepted in lieu of the application. Incomplete applications 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 or email written request to hr@samtrans.com.
- SamTrans 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.