



# JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

September 2, 2022

**TITLE:** Principal Planner – Capital Improvement Planning  
**EMPLOYMENT TYPE:** Exempt (Full-Time)  
**DIVISION:** Rail  
**APPLICATION DEADLINE:** Continuous Recruitment (Open until filled)  
**PAY RANGE:** \$2,117 - \$3,176 per week (\$110,089 to \$165,134 est. annual)  
**WORK LOCATION:** San Carlos, California

**JOB SUMMARY:** The Principal Planner, Capital Improvement Planning reports to the Deputy Director of Capital Planning and is responsible for supporting activities related to capital planning, programming, and prioritization for the Peninsula Corridor Joint Powers Board (Caltrain) including the development of Caltrain's long-term Capital Improvement Plan.

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Support the development of Caltrain's 10-year capital improvement plan (CIP) and rolling five-year Capital Program.,
- Lead the regular updates of the 10-year CIP to ensure capital projects and programs' competitiveness for federal, state, and local funding, as well as the accurate representation of projects' status and the integration of internal stakeholders' feedback.
- Support the development of Caltrain's qualitative and quantitative prioritization strategy to guide investments that implement the Caltrain 2040 Service Vision.
- Develop and implement a strategy to engage all relevant internal and external stakeholders in the capital investment prioritization framework development.
- Support the development of a grant strategy and coordinate with other departments on grants, fund programming, and budgeting.
- Lead the development of a quality control process to ensure the appropriate performances of the prioritization framework and the successful integration with existing processes such as the fiscal year budget.
- Work effectively and collaboratively in a multi-discipline team environment and establish strong working relationships with other departments including key personnel in capital programming, operations, grants, finance, and government affairs.

## **EXAMPLES OF DUTIES:**

- Support CIP development with inputting of documents, coordinating internal and external outreach processes, and ensuring the successful integration of the CIP with Caltrain's existing plans, policies, and processes. -
- Ensure capital investments address needs in alignment with operations, infrastructure, political, funding, equity, and community requirements through the framework application.
- Initiate, prepare, and manage Requests for Qualifications (RFQs), Requests for Proposals (RFPs) and Work Directive Proposal Requests (WDPRs) related to the development and updates of the 10-year CIP and rolling five-year Capital Program.
- Support the oversight of professional and technical consultant/contractor agreements, workplans, budgets, schedules, and contract performance.
- 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).
- Ensure the prioritization methodology advances the goals and commitments towards equity, connectivity, recovery, and growth that the agency has outlined its Equity Policy Framework and supports the agency's compliance with Title VI requirements.
- Work closely with Caltrain Rail Development and other departments on the integration of the CIP-related processes with the Caltrain quality control process and Board-adopted policies and plans. Make recommendations to the Board, as appropriate

- 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.
- Develop internal facing training materials relative to the CIP implementation, updates, and to the prioritization scoring tool.
- Track capital projects progress reports of the capital program.
- Prepare reports, presentations and other communications to senior staff, board members, and outside agencies and committees; respond to questions, written and oral requests for information from concerned parties. 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 to reduce or eliminate accidents.
- Perform other duties as assigned.

**SUPERVISION:** Works under the general supervision of the Deputy Director of 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 Urban, Transportation, Environmental Planning, Engineering, Architecture, Public Policy, Accounting, Business Administration, Finance with a concentration in the public sector, Economics, Construction Management, or related field.
- Four (4) years of full time progressively responsible experience in the planning and development of a Capital Improvement Plan, Capital Programs, Transit Infrastructure Development and/or capital projects.

**PREFERRED QUALIFICATIONS:**

- Excellent analytical, written, and verbal communication and presentation skills
- A valid California driver's license with a safe driving record
- Strong autonomy and relationship management skills
- Proficiency in Microsoft Office applications
- Intermediate/advanced MS Project experience
- Familiar with Title VI requirements

**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.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 transportation on Caltrain for employees and free bus transportation to 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 <https://www.caltrain.com/about-caltrain/jobs>. Complete an online employment application and supplemental questionnaire. This is a continuous recruitment 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.