



# JOB OPENING ANNOUNCEMENT

Apply On-line at <https://www.caltrain.com/about-caltrain/jobs>

Employment Hotline (650) 508-6308

September 12, 2022

**TITLE:** Manager, Utilities  
**EMPLOYMENT TYPE:** Exempt (Full-Time)  
**DIVISION:** Rail (Capital Program Delivery)  
**APPLICATION DEADLINE:** **Friday September 30, 2022**  
**PAY RANGE:** \$2,342 – \$3,513 per week (\$121,792 - \$182,688 estimated annual)  
**WORK LOCATION:** San Carlos, California

**JOB SUMMARY:** The Manager, Utilities reports to the Manager, Construction Services and is responsible for coordinating and facilitating utilities relocation, protection and abandonment or any other modification to utilities during the course of Caltrain construction activities.

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Manage the utilities matrix with utility owners, with particular emphasis on conflicts, to confirm utility owner's relocation plans, cost sharing, rights, and schedule.
- Requires management of local utilities improvements, new construction, relocation, and disconnection. (Including filing the required applications for new service).
- Responsible for reviewing utility plans with the Caltrain Right-of-Way management and the Caltrain Engineering Department and making recommendations accordingly.
- Oversee field investigations such as geotechnical, utility potholing, surveying, etc. as required.
- Develop relationships and build consensus for coordination and actions, with and by utility companies.

## **EXAMPLES OF DUTIES:**

- Receive utility support plans, exhibits and documentation for utilities relocation work from project designers including but not limited to staging, phasing, traffic handling and traffic control.
- Check and update project utilities matrices with the project manager project designer.
- Review plans for protecting above and below ground utilities in the area of the work.
- Manage contractors on temporary utility connections including water, sewer, power, etc.
- Support the Project Manager with budgets and schedule preparation.
- Oversight with Construction Management team on execution of utility relocation work.
- Review contractor specifications and plans for utility relocation, ensuring safety and protection.

**SUPERVISION:** Works under the general supervision of the Manager, Construction Services, 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 engineering or related field.
- Five (5) years full-time professional experience in project management that includes utility relocation, and /or Civil or Transportation Engineering

## **PREFERRED QUALIFICATIONS:**

- Possession of a current California Professional Engineer's License and/or a California Contractors License is desirable
- Possession of a California driver's license with a safe driving record.
- Effective written and verbal communication and presentation 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 additional information on benefits, please visit, <https://www.caltrain.com/about-caltrain/jobs>

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Paid Time Off:	26 days (PTO) per year
Cafeteria Plans:	Medical, dental, vision care, group life insurance, and more
Transportation:	Free transportation on Caltrain for employees. 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 <https://www.caltrain.com/about-caltrain/jobs>. Complete an online employment application and if required the supplemental questionnaire by 11:59 p.m. on **Friday, September 30, 2022**. 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 or email written request to [hr@samtrans.com](mailto:hr@samtrans.com).
- 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.