



# JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

September 19, 2022

**TITLE:** Director, Overhead Contact Systems  
**EMPLOYMENT TYPE:** Exempt (Full-Time)  
**DIVISION:** Rail (Operations & Maintenance)  
**APPLICATION DEADLINE:** Friday, October 7, 2022  
**PAY RANGE:** \$3,171 - \$4,756 per week (\$164,907.00 - \$247,361 estimated annual)  
**WORK LOCATION:** San Carlos, California

**JOB SUMMARY:** The Director, Overhead Contact Systems reports to the Chief Operating Officer, Caltrain and is responsible for overseeing the daily maintenance and inspection of infrastructure within the commuter rail service for the Peninsula Corridor Joint Powers Board.

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Direct the monitoring, inspection, evaluation, repair, maintenance, installation, and alteration of the 25kV infrastructure including the overhead contact systems and power substations for the Caltrain commuter rail service.
- Responsible for establishing, implementing, and directing the Rail Maintenance of Way MOW for all overhead contact systems and power substations.
- Conducts certification inspections of structure and equipment when alterations or improvements are made on the alignment.
- Approves contractor and MOW activity on commuter rail access and monitors adherence to the permitting process and safety rules.
- Leads the audit process and requirements, RWP training, with the FRA and other agencies.
- Liaison with internal and external stakeholders, manage relationships 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, 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.
- 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 OCS.
- 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.

- Perform all job duties and responsibilities in a safe manner to protect oneself, 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 Chief Operating Officer who provides policy guidance, 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:

- A Bachelor's degree in Electrical Engineering or a related field.
- Seven years of railroad or rail transit operating experience is required.
- Three (3) years management level experience.
- Valid California Driver's license with a good driving record

**PREFERRED QUALIFICATIONS:**

- Experience in electro-mechanical or MOW maintenance of a rail transit systems. FRA-regulated AC high voltage commuter railroad preferred.
- Qualified Overhead High Voltage Maintainer preferred but Certified Signal/Power, Signal or Traction Power, from other rail modes will be considered
- 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 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	: Twenty-six (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>

Relocation Assistance is available.

**HOW TO APPLY:**

- To apply, please visit the <https://www.caltrain.com/about-caltrain/jobs>. Complete an online employment application by **11:59p.m., Friday, October 7, 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](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.