



JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

September 16, 2022

TITLE: Manager, Project Estimates
EMPLOYMENT TYPE: Exempt (Full-Time)
DIVISION: Rail (Program Management)
APPLICATION DEADLINE: Continuous Recruitment (Open until filled)
PAY RANGE: \$2,591-\$3,886 per week (\$134,739-\$202,108 estimated annual)
WORK LOCATION: San Carlos, California

JOB SUMMARY: The Manager, Project Estimates reports to the Deputy Director, Project Controls, and is responsible for the administration of the procedures, standards, policies, and best practices related to cost estimate and risk management activities for the Peninsula Corridor Joint Powers Board (PCJPB or Caltrain).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Develop project cost forecasts, funding needs, and other related economic analysis for Operations or Capital Programs.
- Develop and implement cost estimates for different types of deliverables for operation or capital projects.
- Develop contingency budgets for cost estimates based on the risk analysis or risk profile of deliverables.
- Develop and communicate cost estimates, risk and contingency management policies and processes for the Capital Program.
- Support project teams, project controls, and managers in obtaining project financial information, meeting grants and funding requirements, and perform project performance analysis.
- Support the implementation of process improvements for the internal and external Rail Development Groups.
- Apply historical costs and market-current conditions to produce accurate estimates.
- Develop or oversee the development and implementation of Key Performance Indicators (KPIs) for monitoring cost, budget, contingency and estimate performance.
- Develop and implement standards for Cost Estimating and Risk Management processes, and models and templates to be used by Rail Development.
- Develop or update documentation for procedures, instructions, standards, and training material.
- Coordinate with Information Technology and other offices the implementation of upgrades of existing or new software tools in support and integration of Cost Estimates and Risk Management processes.
- 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:

- Prepare budget/cost estimates for Rail Development Programs' new project deliverables, change orders, cash flow and annual budget funding needs.
- Develop and manage cost models and standards in support of Rail Development Program needs.
- Responsible for the development, implementation and oversight of Cost Estimates and Risk Management procedures, standards, policies, and best practices.
- Develop and implement methods, techniques, and KPIs for assessing financial performance against objectives.
- Monitor and analyze project KPIs and adjust cost models, including Primavera P6 cost loaded schedules, as necessary.
- Perform cash flow analysis and cost accounting.
- Assist project controls personnel in the development and production of capital project status reports.
- Develop reports for management, and presentation materials for internal and external stakeholders.
- Interpret, summarize, and explain information to a variety of audiences.
- Assist in the development and operation of project related web sites and dashboards.
- Work independently with little or no supervision.
- 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, Project Controls, 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:

- Bachelor's degree in Business Administration, Accounting, Finance, Economics, Civil Engineering, Construction Management or equivalent field or closely related field.
- Five (5) years of cost estimates experience in capital projects or programs for large infrastructure projects.
- One (1) year cost estimate experience in the Railroad industry.

PREFERRED QUALIFICATIONS:

- Three (3) years of managerial experience.
- Two (2) years of risk management experience.
- Provide support in negotiating for change orders and claims resolution.
- Experience managing capital project finances.
- Experience with Estimating software such as Heavy Bid.
- Experience with Risk Management software such as Oracle Primavera Risk Analysis.
- Experience in ERP databases such as PeopleSoft/Oracle.
- Experience in Primavera P6.
- Communicate effectively orally and in writing.

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	: Up to 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">• 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:

- To apply, please visit the <https://www.caltrain.com/about-caltrain/jobs>. **This is a continuous recruitment until filled.** Complete an online employment application. 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.
- 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.