



# JOB OPENING ANNOUNCEMENT

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

Employment Hotline (650) 508-6308

October 14, 2022

**TITLE:** Manager, Capital Projects & Environmental Planning  
**EMPLOYMENT TYPE:** Exempt (Full-Time)  
**DIVISION:** Rail (Capital Program Development)  
**APPLICATION DEADLINE:** **Continuous Recruitment (Open Until Filled)**  
**PAY RANGE:** \$2,342 – \$3,513 per week (\$121,792 - \$182,688 estimated annual)  
**WORK LOCATION:** San Carlos, California

**JOB SUMMARY:** The Manager, Capital Projects & Environmental Planning reports to the Deputy Director, Capital Projects and Environmental Compliance and is responsible for managing environmental clearance and permitting for capital projects as well as managing environmental studies on operating plans, programs, and projects for the San Mateo County Transit District (SamTrans), the Peninsula Corridor Joint Powers Board (Caltrain), and the San Mateo County Transportation Authority (TA).

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Manage environmental clearance and permitting for capital projects under NEPA and CEQA
- Manage environmental studies on operating plans, programs, and projects.
- Liaison with internal and external stakeholders on matters related to environmental planning, and compliance.
- Oversee work performed by environmental consultants
- Develop Scopes of Work and Budgets for Environmental Compliance efforts for Capital Projects
- Prepare Environmental Documents
- Prepare and present environmental planning topics for internal and external stakeholders
- Coordinate with Resource Agencies, the Federal Transit Administration and other State and Federal agencies as needed
- Maintain environmental compliance of historic assets.
- Supervise staff. Hire, mentor and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection, coordinate staff training and professional development, objectives, monitor and evaluate employee performance.

## **EXAMPLES OF DUTIES**

- Develop and coordinate environmental clearance strategies with appropriate internal stakeholders, such as Capital Program Delivery, Engineering and Operations.
- Help secure applicable permits through federal, State, and local agencies for capital projects.
- Manage environmental planning public outreach efforts and make presentations.
- Manage selection and performance of environmental planning consultant contracts.
- Provide professional advice to senior management on environmental planning and compliance matters.
- Manage effective working relationships with environmental resource agencies (e.g., Army Corps of Engineers, Regional Water Quality Control Board, etc.) and the Federal Transit Administration (FTA).
- Manage environmental consulting teams assigned to support capital projects.
- 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 in an effort to reduce or eliminate accidents.
- Performs other duties as assigned.

**SUPERVISION:** Works under the supervision of the Deputy Director of Capital Projects and Environmental Compliance who establishes goal 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 transportation planning, environmental planning, environmental engineering, or a closely related field.
- Five (5) years of full-time progressively responsible experience in urban planning, environmental planning, transportation planning or engineering.
- Two (2) years of supervisory experience.

**PREFERRED QUALIFICATIONS:**

- Public transit experience
- Strong knowledge and application of CEQA/NEPA environmental review processes for transportation projects
- Significant experience and familiarity with Environmental Resource Agencies (USACE, US Fish and Wildlife Services, Regional Water Quality Control Board, CA Department of Fish and Wildlife, etc.)

**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 benefits, please visit, <https://www.caltrain.com/about-caltrain/jobs/employee-benefits>

Holidays: Seven paid holidays, plus up to four 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 Bus Transportation for employees and qualified dependents

Pension: Social Security and California Public Employees Retirement Systems (CalPERS)

- 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> Complete an online employment application and if required the supplemental questionnaire. **This is a continuous recruitment (open 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 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.