



JOB OPENING ANNOUNCEMENT

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

Employment Hotline (650) 508-6308

January 13, 2023

TITLE: Deputy Director, Capital Program Delivery
EMPLOYMENT TYPE: Exempt (Full-Time)
DIVISION: Rail
APPLICATION DEADLINE: Sunday, February 5, 2023
PAY RANGE: \$2,591 - \$3,886 per week (\$134,739 to \$202,108 est. annual)
WORK LOCATION: San Carlos, California

JOB SUMMARY: The Deputy Director, Capital Program Delivery reports to the Director, Capital Program Delivery, within Rail Development and is responsible for all phases of capital program management and project delivery as delegated, for the Peninsula Corridor Joint Powers Board (Caltrain).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Responsible for prioritizing the delivery of all capital construction programs for Rail Development in collaboration with Caltrain Planning, Engineering, Rail Operations & Maintenance.
- Responsible for utilizing a Phase/Gate Process to ensure effective and accurate project controls reporting on all capital program projects for Rail Development, including project work plans, project budgets and project schedules.
- Responsible for construction management for all construction activities.
- Assist with the development and management of the capital budget and support the development of the capital funding plan for Rail Development capital projects, work collaboratively with the Grants and Budget.
- Participate and lead in the analysis of optimal project delivery methodologies for projects.
- Represent JPB in matters with the California Public Utilities Commission (PUC) and/or the Federal Railroad Administration (FRA), the Federal Transit Administration (FTA), California High Speed Rail (HSR) and with other state, county, and municipal governments, and agencies.
- 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:

- Oversee a wide range of capital projects that include bridges, grade separations, undercrossing, grade crossing improvements, station and intermodal access, train and traffic signals, communications, and systems such as real information, GPS data integration, Visual Messaging, Voice data systems, WIFI, Microwave communications, and train control systems.
- Manage capital projects through planning, design, procurement, award, and construction to achieve project objectives.
- Provide direction to the project delivery staff, consultants and contractors and maintain technical specifications for consultants and contractors.
- Oversee the Constructability Review Services during the Design Phase.
- Synchronize the capital project implementation with other departments and divisions.
- Manage the development of the work program including annual and long-range requirements for track allocation.
- Manage the development of site-specific work plans, personnel allocation, and safety certifications.
- Manage the oversight of support services for estimating, scheduling, and risk management.
- Oversee the handover of completed projects from testing and commissioning to Maintenance and Operations' staff.
- 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 duties and responsibilities in a safe manner to protect 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.

Peninsula Corridor Joint Powers Board, 1250 San Carlos Ave., San Carlos, CA 94070-1306

SUPERVISION: Works under the general supervision of the Director, Capital Program Delivery 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, construction management, or closely related field.
- Six (6) years' of progressively responsible experience in systems, civil or rail engineering, construction management, or public works project management experience.
- Three (3) years management experience

PREFERRED QUALIFICATIONS:

- California Professional Engineering License and/or PMP certification is desirable.
- Valid California Drivers' license is required and a safe driving record.
- Must possess effective oral and written communication 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. Selected candidate must successfully complete a background investigation.

CURRENT EMPLOYMENT BENEFITS:

For further benefit details please go to: https://www.smctd.com/SMCTD_Employment.html#benefits

| | |
|------------------|--|
| 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">○ 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/Jobs.html>. Complete an online employment application and supplemental questionnaire by 11:59 pm on **Sunday, February 5, 2023**. 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.