



# JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

March 10, 2023

**TITLE:** Principal Planner, Capital Planning  
**EMPLOYMENT TYPE:** Exempt  
**DIVISION:** Caltrain Planning  
**APPLICATION DEADLINE:** **Sunday, April 2, 2023**  
**PAY RANGE:** \$2,117 - \$3175 weekly (\$110,089 - \$165,134 estimated annual)  
**WORK LOCATION:** San Carlos, CA

**JOB SUMMARY:** The Principal Planner, Capital Planning, reports to the Deputy Director of Capital Planning and is responsible for managing the planning phase of rail capital projects for the Peninsula Corridor Joint Powers Board (Caltrain) including scoping, feasibility and alternatives analysis as well as supporting a range of additional planning activities related to the lifecycle of rail capital projects.

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Serve as the primary liaison with partner agencies, local jurisdictions, and internal stakeholders related to individual capital projects' planning, development and delivery, and funding efforts.
- Coordinate all aspects of Caltrain's support of third-party projects including developing procedures and managing agreements and leading capital planning studies.
- Manage, track, and develop capital projects progress reports for the capital program.
- Perform Caltrain activities associated with grant preparation, readiness activities, and submittals for internal quality control processes.
- Provide Caltrain's capital planning perspective, input and support on agency initiatives related to the 2040 Service Vision implementation, Corridor-wide Grade Separation Study and Policy, access policy and design guidelines.
- Work closely with Caltrain Rail Development on project engagement, governance, advice, and standards adherence for projects.
- Work effectively and collaboratively in a multi-discipline team environment and establish strong working relationships with other departments including Engineering, Capital Program Delivery, Grants, Finance and Government Affairs.

## **EXAMPLE OF DUTIES:**

- Coordinate with other departments on grants, fund programming and project development and with outside agencies to ensure adherence to Board-authorized policies and procedures.
- Manage all aspects of the planning phase of capital projects. Initiate, prepare, and manage Requests for Qualifications (RFQs) and Requests for Proposals (RFPs) for capital planning projects, and oversee professional and technical consultant/contractor agreements, workplans, budgets, schedules, and contract performance.
- Develop procedures and manage agreements around third-party projects (e.g., municipal grade-separations, bicycle and pedestrian crossings, stations).
- Lead capital planning studies for Caltrain and support third-party capital projects to ensure adherence to scope, schedule, budget, quality and timely delivery and lead community relations in support of those projects.
- Works in conjunction with other planning and rail development staff and consultants to support capital projects development and delivery.
- Support the development, revision, and implementation of master processes to track and monitor stages of development of capital planning initiatives, from early proposal stages through planning to engineering requirements.

**San Mateo County Transit District, 1250 San Carlos Ave., San Carlos, CA 94070-1306**

- Ensure capital projects advance Caltrain's goals and commitments towards equity, connectivity, recovery, and growth that the agency has outlined its Equity Policy Framework and support the agency's compliance with Title VI.
- Work in collaboration with Government Affairs to assess the impact of legislative and policy proposals that may affect Caltrain's funding for capital projects, and make recommendations to the Board, as appropriate.
- 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, Capital Planning who establishes goals and objectives and evaluates performance.

**MINIMUM QUALIFICATIONS:** Sufficient experience, training and/or education to demonstrate the knowledge and ability to successfully perform the essential functions of the position. In lieu of a degree, work-related experience that demonstrates the skills and experience necessary to perform this role will be accepted. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in Urban Planning, Transportation, Environmental Planning, Urban Design, Civic Engineering, Landscape Architecture, Architecture, Economics, Public Policy, or related field.
- Four (4) years of full time progressively responsible planning experience in Capital Projects, Programs Management, Urban and Rail Infrastructure Development, Station Design, Access Planning and/or Bicycle and Pedestrian Planning.

#### **PREFERRED QUALIFICATIONS**

- Excellent analytical, written, and verbal communication and presentation skills
- A valid California driver's license with a safe driving record
- Strong autonomy and relationship management skills
- Proficiency in Microsoft Office applications
- Intermediate/advanced MS Project experience

#### **SELECTION PROCESS:**

The process may include a written and skills test assessments or supplemental questions and will require a panel interview. 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.

#### **CURRENT EMPLOYMENT BENEFITS:**

For further Benefits details please go to: <https://www.caltrain.com/about-caltrain/jobs/employee-benefits>

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Paid Time Off:	Up to 26 days per year
Cafeteria Plan:	Medical, dental, vision care, group life insurance, and more
Transportation:	Free Transportation for Employees on Caltrain. 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 supplemental questionnaire by 11:59 pm on **Sunday, April 2, 2023**. A resume will not be accepted in lieu of the application and supplemental questionnaire (If required). 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.
- SamTrans 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.