



JOB OPENING ANNOUNCEMENT

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

Employment Hotline (650) 508-6308

March 10, 2023

TITLE: Manager, Utilities (Railroad Construction)
EMPLOYMENT TYPE: Exempt
DIVISION: Rail (Capital Program Delivery)
APPLICATION DEADLINE: **Continuous Recruitment Until Filled**
PAY RANGE: \$2342 - \$3513 weekly (\$121,792 - \$182,688 estimated annual)
WORK LOCATION: San Carlos, CA

JOB SUMMARY: The Manager, Utilities reports to the Manager, Construction Services and is responsible for coordinating and facilitating utilities relocation, protection and abandonment or any other modification to utilities during the course of Caltrain construction activities

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Manage the utilities matrix with utility owners, with particular emphasis on conflicts, to confirm utility owner's relocation plans, cost sharing, rights, and schedule.
- Requires management of local utilities improvements, new construction, relocation, and disconnection. (Including filing the required applications for new service).
- Responsible for reviewing utility plans with the Caltrain Right-of-Way management and the Caltrain Engineering Department and making recommendations accordingly.
- Oversee field investigations such as geotechnical, utility potholing, surveying, etc. as required.
- Develop relationships and build consensus for coordination and actions, with and by utility companies.

EXAMPLE OF DUTIES:

- Receive utility support plans, exhibits and documentation for utilities relocation work from project designers including but not limited to staging, phasing, traffic handling and traffic control.
- Check and update project utilities matrices with the project manager project designer.
- Review plans for protecting above and below ground utilities in the area of the work.
- Manage contractors on temporary utility connections including water, sewer, power, etc.
- Support the Project Manager with budgets and schedule preparation.
- Oversight with Construction Management team on execution of utility relocation work.
- Review contractor specifications and plans for utility relocation, ensuring safety and protection.

SUPERVISION: Works under the general supervision of the Manager, Construction Services 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 engineering or related field.
- Five (5) years full-time professional experience in project management that includes utility relocation, and /or Civil or Transportation Engineering

PREFERRED QUALIFICATIONS:

- Possession of a current California Professional Engineer's License and/or a California Contractors License is desirable.
- Possession of a California driver's license with a safe driving record.
- Effective written and verbal communication and presentation skills.

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">○ 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 supplemental questionnaire. **This is a continuous recruitment until filled.** 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.