



# JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

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May 19, 2023

**TITLE:** Manager, Manuals & Training  
**EMPLOYMENT TYPE:** Exempt  
**DIVISION:** Rail Design and Construction  
**APPLICATION DEADLINE:** **Sunday, June 11, 2023**  
**PAY RANGE:** \$2342-\$3511 per week (\$121,792-\$182,688 estimated annual)  
**WORK LOCATION:** San Carlos, CA

## **JOB SUMMARY:**

The Manager, Rail Manuals and Training reports to the Director, Program Management, and oversees the development and updating of Rail Design & Construction standard manuals and training programs for the Peninsula Corridor Joint Powers Board (Caltrain)

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Responsible for the assessment of Manuals and Standards against current practices.
- Engage with Rail Development leadership and manages the development of a program to systematically review and update Manuals and Standards.
- Manage and coordinate training programs to ensure uniform understanding of updated practices and procedures.
- Maintain and update the Contract Documents Preparation Manual and Special Provisions contract document templates.

## **EXAMPLE OF DUTIES:**

- Develop processes to ensure appropriate awareness of all Manuals and Standards.
- Responsible for providing training based on updated Manuals and monitor and audit attendance and comprehension.
- Evaluate information and work with subject matter experts in CM, PM, Engineering, or Rail Design & Construction Management to update manuals and procedures or develop new manuals or procedures.
- Review Special Provisions sections during 95% and 100% design reviews for compliance with current templates, for completeness, and identify any needed updates to templates.
- 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 Director, Program Management 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, Construction Management, or related field.
- Five (5) years of progressively responsible experience in design/construction.
- Additional years of work-related experience that establish the ability to successfully perform the essential duties of the job may be considered in lieu of the degree requirement on a year for year basis.
- Professional experience with manuals oversight and/or creation of manuals and documented technical requirements.

### **PREFERRED QUALIFICATIONS**

- Demonstrate the ability to lead and gain consensus with diverse groups.
- Superior writing and communication skills.
- Excellent interpersonal skills.
- Exceptional administrative skills.
- Ability to manage multiple projects and tasks.
- Proficiency in Microsoft Office Suite, MS Publisher, Snagit, Visio.

### **SELECTION PROCESS:**

The process may include 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 employee on Caltrain and 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, June 11, 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 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.