



# JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

August 18, 2023

**TITLE:** Deputy Director, OCS Traction Power Operations  
**EMPLOYMENT TYPE:** Exempt  
**DIVISION:** Operations & Maintenance  
**APPLICATION DEADLINE:** Sunday, September 3, 2023  
**PAY RANGE:** \$2866-\$4300 weekly (\$149,062-\$223,592 estimated annual)  
**WORK LOCATION:** Menlo Park, CA

**JOB SUMMARY:** The Deputy Director, OCS/Traction Power Operations reports to the Director, Overhead Contact Systems, Caltrain is responsible for overseeing the daily maintenance, inspection of OCS/Traction Electrification Systems infrastructure within the commuter rail service for the Peninsula Corridor Joint Powers Board (Caltrain).

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Serves as an agency subject matter expert for all OCS/TES related issues to provide expert recommendations and assistance to executive leadership on TES and safety standards, as well as on railroad safety practices and all TES programs.
- Provides management and oversight of TES activities relating to train operations or maintenance of way employees engaged in TES infrastructure inspection, construction, maintenance, or repair activities.
- Serves as a liaison with PG&E, CPUC, and OSHA to ensure regulatory understanding and compliance for all Caltrain employees and contractors in TES related positions. Works with local first responders, regarding situations related to commuter rail TES safety.
- Collaborates with contractors to develop and maintain the joint programs and plans for the commuter rail system and ensures compliance with regulations.
- Directs the development of performance indicators for Caltrain and the actions needed to improve or correct performance and the capture and analysis of TES data, to include employee reported TES concerns, accident/incident data, and trends. Makes recommendations to contractors in areas of TES performance in accordance with the contract.
- Direct the auditing, monitoring, inspection, evaluation, repair, maintenance, installation, and alteration of the 25kV traction power systems for the Caltrain commuter rail service.
- Responsible for establishing and implementing processes for the tracking of the Rail Maintenance of Way MOW for all traction power systems.
- Approves contractor and MOW activity on rail access and monitors adherence to the permitting process and safety rules.
- Liaison with internal and external stakeholders on Caltrain commuter rail service operations.
- Lead all initiatives related to process improvements and change management. Ensure Standard Operating Procedures (SOP) are communicated and followed.
- 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.

## **EXAMPLE OF DUTIES:**

- Review operational and safety reports daily to ensure that work is accomplished properly, safely, and effectively within all federal, state, and local guidelines and standards.
- Responsible for maintaining all reports related to accidents and safety violations.
- Responsible for training on SOP, communicating all policy changes and updates.
- Plan, develop, manage, and oversee the implementation of operating rules, regulations, and policies for TES.
- Represent Caltrain with the Federal Railroad Administration, California Public Utilities Commission, and the public; transit/funding agencies, PCJPB, and other government regulatory agencies.
- Leads the audit process and requirements, RWP training, with the FRA and other agencies.
- Conducts audits and certification inspections of structures and equipment following alterations or improvements are made on the alignment.

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- 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 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, Overhead Contact Systems 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 electrical engineering or a related field plus 6 years of OCS/Traction Electrification. In Lieu of a bachelor's degree 10 Years experience in OCS/Traction Electrification Systems or Systems.
- Three (3) years management level experience.

**PREFERRED QUALIFICATIONS:**

- Progressive railroad or rail transit operating experience is required.
- Auditing experience
- Two (2) years of experience in electro-mechanical or MOW maintenance of a rail transit systems. FRA-regulated AC high voltage commuter railroad preferred.
- Qualified Overhead High Voltage Maintainer preferred but Certified Signal / Power, Signal or Traction Power, from other rail modes will be considered.
- Extensive knowledge of railroad operating rules and applicable state and federal laws and regulations is desirable.
- Obtain Valid California Driver's license with a good driving record.

**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 on Caltrain for employees 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, September 3, 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.