



JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

October 20, 2023

TITLE: Manager, Fleet Planning
EMPLOYMENT TYPE: Exempt (Full-time)
DIVISION: Rail Planning
APPLICATION DEADLINE: **Sunday, November 12, 2023**
PAY RANGE: \$2,342 - \$3,513 weekly (\$121,792- \$182,688 estimated annual)
WORK LOCATION: San Carlos, CA

JOB SUMMARY: The Manager of Fleet Planning reports to the Director, Rail Network and Operations Planning and is responsible for all activities related to fleet and capacity planning for the Rail Division of the Peninsula Corridor Joint Powers Board (Caltrain).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Responsible for the management of all activities related to fleet and capacity planning.
- Planning future fleet and storage yard expansion in order to accommodate the medium and high growth scenarios outlined in the Caltrain Business Plan.
- Oversees the long-term planning for the mid-life overhaul and eventual replacement of the EMU (Electric Multiple Unit) fleet.
- Supervise contractor and consulting staff. Hire, mentor and take appropriate corrective and/or disciplinary action.

EXAMPLE OF DUTIES:

- Responsible for updating and maintaining Caltrain's Fleet Plan.
- Research alternative fuel and zero emission vehicle technologies to replace the remaining diesel fleet.
- Seek funding sources and submit applications for new rail car procurement.
- Oversee studies related to future fleet maintenance and storage requirements for future blended service related to the opening of the San Francisco Downtown Extension Project (DTX), the development of the SF Railyards Site, the Diridon Integrated Station Concept (DISC), and other major capital or system expansion projects.
- Oversee project progress including defining project scope, developing material and labor budgets, and determining schedule.
- Develop and monitor project budgets and schedules, evaluating project status against original budget.
- Serve as project manager and liaison to other departments for all fleet planning activities.
- Evaluate job performance of contractor and consulting staff.
- 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, Rail Network and Operations 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 Planning, Engineering, Business Administration, Economics or related field.
- Five (5) years of progressive professional experience in rail transportation planning, engineering, management, or related field.
- Two (2) years of experience managing staff, consultants or projects.

PREFERRED QUALIFICATIONS:

- Experience in rail vehicle maintenance, design or engineering
- Certified Project Management Professional (PMP)
- Public Transportation Experience

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
Rail Transportation:	Free to all employees
Transportation:	Free bus transportation for employees and qualified dependents
Work Location:	Select positions are eligible to work remotely up to 50% of the time.
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 by 11:59 pm on **Sunday, November 12, 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.