



# JOB OPENING ANNOUNCEMENT

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

Employment Hotline (650) 508-6308

November 10, 2023

**TITLE:** Assistant Manager, Environmental Compliance  
**EMPLOYMENT TYPE:** Exempt  
**DIVISION:** Rail Operations and Maintenance  
**APPLICATION DEADLINE:** Online applications accepted until filled.  
**PAY RANGE:** \$1,913.67 - \$2,870.52 weekly (\$99,511 - \$149,267 estimated annual)  
**WORK LOCATION:** San Carlos, CA

**JOB SUMMARY:** The Assistant Manager, Environmental Compliance will report to the Manager, Rail Operations and is responsible for environmental compliance of handling soil, hazardous waste, stormwater pollution prevention, and other related requirements for the Peninsula Corridor Joint Powers Board (Caltrain).

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Responsible for environmental compliance for Caltrain operations, maintenance, and facilities, including obtaining approvals for activities along the corridor and within Caltrain historic stations.
- Provide regulatory guidance for soil and waste removal, groundwater dewatering, hazardous spill emergency response events, worker, and public health protection.
- Implement Caltrain Soil and Groundwater Management Plan and amendments.
- Maintain complete and compliant environmental records for operation and maintenance activities.
- Collaborate with Government and Community Affairs to address topics related to Rail Operations and Maintenance activities on historic stations.
- Responsible for presenting in a variety of forums to internal and external stakeholders.
- Coordinate with in-house and seconded Rail Operations and Maintenance staff to review and understand planned maintenance and emergency response actions within the railroad corridor, facilities, or stations to ensure compliance with environmental regulations and historic preservation.
- Oversee on-call consultants, advise, track, project hazardous waste and soil requirements for Rail Operations and Maintenance activities and Third-Party Projects.

## **Examples of Essential Duties:**

- Coordinate with environmental regulatory agencies and submit documents, as necessary.
- Implement necessary phases for the Municipal Separate Storm Sewer System (MS4) compliance program.
- Track, plan, and coordinate, in an organized and holistic manner, upcoming permit needs, inspections, renewals, close-outs, reports, fees.
- Ensure that annual/regular permit fees are budgeted and paid for by the appropriate project funds. Project environmental budget needs that may be associated with maintenance or new operation activities or because of regulatory changes.
- Monitor, evaluate, and report on rail operations environmental compliance and identify improvements as appropriate.
- Track environmental regulations and adjust Rail Operations and Maintenance compliance needs accordingly.
- Submit documents, fees, and coordinate with regulatory agencies (e.g., RWQCB, DTSC) to maintain compliance.
- Manage work directives, budgets, and tasks with on-call consultant.
- Track environmental regulations and adjust Rail Operations and Maintenance compliance needs accordingly.
- Make presentations in a variety of forums to internal and seconded staff of JPB.
- Perform all job duties and responsibilities in a safe manner to protect oneself, 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.

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

**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 environmental science or engineering, or related field.
- Three (3) years of experience in environmental compliance as it pertains to soil, hazardous waste, stormwater pollution prevention, and facility operation regulations.

**Preferred Qualifications:**

- Experience managing environmental consultant teams.
- Effective written and oral communications skills.
- Proficiency in Microsoft Office Suite.
- Experience with environmental regulations for transportation agencies.
- Experience working with California environmental regulatory agencies.
- Valid driver's license with safe driving record and able to obtain a California driver's license after acceptance.

**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 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 **Open 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.