



JOB OPENING ANNOUNCEMENT

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

Employment Hotline (650) 508-6308

November 10, 2023

TITLE: Deputy Director, Construction Services
EMPLOYMENT TYPE: Exempt
DIVISION: Rail Development
APPLICATION DEADLINE: **Sunday, December 3, 2023**
PAY RANGE: \$2866 - \$4,492 weekly (\$149,062 - \$223,592 estimated annual)
WORK LOCATION: San Carlos

JOB SUMMARY:

The Deputy Director, Construction Services reports to the Director, Capital Program Delivery and is responsible for the overall leadership of the construction management program for the Peninsula Corridor Joint Powers Board (Caltrain) capital projects. Projects are estimated to exceed \$2 Billion in a 3-year period.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Direct and support multiple program-wide construction projects for Caltrain including but not limited to grade separations along the right-of-way (ROW).
- Responsible for and acts as the lead liaison of the construction management (CM) department. Responsible for the development and update of the Resident Engineer Manual establishing the processes and procedures of hiring and removing CM staff based on project needs.
- Responsible for the management and final approval of the Work Directive process for CM Support and the administration of the CM contract.
- Review and provide input to project design submissions for constructability and operational impact.
- 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:

- Prepare for a significant increase in construction activities occurring simultaneously which is estimated to exceed \$2 Billion.
- Collaborate with senior management colleagues in Capital Delivery, Program Management, Engineering, Operations, Government Relations, and other departments within Caltrain to ensure that construction is carried out in full cooperation and coordination with these other departments.
- Direct construction project delivery issues related to Scope, Schedule, and Budget during construction phase.
- Establish a CM bench.
- Lead responsibility on behalf of the Caltrain Design & Construction team in planning and estimating needs for Operations/Safety support staff for the full complement of Caltrain capital projects.
- Negotiate changes to CM contracts and prepare supporting documentation for change committee, management committee and Board meetings.
- Ensure Caltrain budgets are complete with respect to construction management needs and that construction bids are properly reflected in capital budgets.
- Provide professional advice to senior management on successful implementation of key initiatives related to construction and construction management.
- Develop relationships and maintain open communications with key executive management of construction and construction management partners.
- Understand and communicate to Caltrain senior management, construction and industry trends, cost issues and other construction issues that may impact successful Caltrain project implementation.

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

- Organize and direct CM staff, and Utility Coordination Support staff.
- Recruit, interview, employ, train and manage CM managers and teams representing all three counties in the Caltrain service area.
- 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 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.
- The work program may require a night and weekend schedule.

SUPERVISION: Works under the general supervision of the 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 construction management
- Six (6) years of progressively responsible full-time experience in the area of construction management.
- Three (3) years of management experience in the area of construction management.

PREFERRED QUALIFICATIONS:

- Experience in railroad infrastructure projects.
- Professional Engineer license in the state of California and or membership of the appropriate AREMA committee is highly desirable.

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 employees on Caltrain.
- Free bus transportation for employees and qualified dependents
- Retirement: Social Security and California Public Employees Retirement Systems (CalPERS)
 - 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. **Application accepted online by 11:59p, Sunday, December 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 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.