



# JOB OPENING ANNOUNCEMENT

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

Employment Hotline (650) 508-6308

November 17, 2023

**TITLE:** Senior Project Manager Rail  
**EMPLOYMENT TYPE:** Exempt  
**DIVISION:** Rail Department  
**APPLICATION DEADLINE:** December 31, 2023  
**PAY RANGE:** \$2,342 - \$3,513 weekly (\$121,792 - \$182, 688 estimated annual)  
**WORK LOCATION:** San Carlos

**JOB SUMMARY:** The Senior Project Manager reports to the Deputy Director, Capital Program Delivery, and is responsible for developing, managing, and administering assigned rail projects from design through construction phase for the Peninsula Corridor Joint Powers Board (Caltrain). The position also may have supervisory responsibility to manage Project Managers

## EXAMPLES OF ESSENTIAL FUNCTIONS:

- Manage the scope, schedule, and budget of Caltrain capital systems projects.
- Responsible for the project lifecycle from design, procurement, construction, integration, commissioning, and closeout. Will be supporting roles and be consulted for during planning phase of the project.
- Develop and maintain the project execution plan for assigned projects which will be part of the PMP during planning phase and updated during each phase of the project.
- Work closely with the assigned project engineer to ensure that all deliverables are compliant with Caltrain standards.
- Acts as liaison with internal and external stakeholders for assigned projects.
- Provide oversight and directives for Consultants, Resident Engineer, and Construction Management Staff throughout the project.
- Manage assigned projects and support Senior Project Managers and Program Managers as needed.
- Support and embrace the Asset Management process in the organization.
- Manage coordination and communications with all involved parties, including internal and external stakeholders, other agency departments, senior management, consultants, and contractors.
- Collaborate with key stakeholders and build consensus.
- Investigate, negotiate, and resolve project issues. Identify the root cause of problems and present appropriate solutions.

## EXAMPLE OF DUTIES:

- Represent assigned Caltrain projects at meetings, including monthly internal project reviews.
- Perform the following project management duties; develop and maintain project Management plan which includes the scope of work, project staffing plan with clear roles and responsibilities and process workflow of the tasks within the project team and with stakeholders, such as invoice approval workflow, design review workflow, etc. Work with Project Engineer and CM to prepare and review cost estimates; monitor and produce status reports, schedules, and budgets; monitor work in progress; approve, negotiate, and execute, funding agreements and consultant contracts, authorize contract payments per contract.
- Create Work Plan (Methodology and Implementation) for different procurements. Typical types of procurements required for JPB projects include Professional Services (Work Directives), Contract Operator Support, Material Procurement, and Construction Procurement.
- Create Work Break Down structure and resource load project schedule.
- Create and maintain project risk registry.
- Manage Consultant Design team.
- Prepare project reports and presentations for Management, the Board of Directors, and other stakeholders on assigned projects.
- Negotiate and resolve project issues.
- Work closely with the assigned project engineer to ensure all deliverables are compliant with Caltrain standards.

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

- Work collaboratively with key stakeholders to represent Caltrain for assigned projects.
- Perform all job duties and responsibilities safely to protect oneself, fellow employees, and the public from injury or harm. Promote safety awareness and follow safety procedures to reduce or eliminate accidents.
- Perform other duties as assigned.

**SUPERVISION:** Works under the general supervision of the Deputy Director, Capital Program Delivery, 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 civil engineering, or related field.
- Five (5) years full-time experience in project management of construction projects such as Grade separation, road/highway construction, rail yard/facility construction,
- Certified Project Manager

**PREFERRED QUALIFICATIONS**

- A California Professional Engineer (PE) license is preferred.
- Experience in Rail Transportation or Construction Management.
- Possess strong written and verbal communication and presentation skills.
- Possess a California driver's license with a safe driving record.
- Prefer to have experience from start to end of the project cycle.
- Different procurement methods experience, such as Design Build, Progress Design Build, CMGC and Design Bid Build.

**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)
  - 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, December 31, 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.