



JOB OPENING ANNOUNCEMENT

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

Employment Hotline (650) 508-6308

January 12, 2024

TITLE: Director, Capital Program Delivery
EMPLOYMENT TYPE: Exempt
DIVISION: Rail Design & Construction
APPLICATION DEADLINE: Sunday, February 4, 2024
PAY RANGE: \$3,171.28 - \$4,756.94 weekly (\$164,907- \$247,361 estimated annual)
WORK LOCATION: San Carlos, CA

JOB SUMMARY: The Director, Capital Program Delivery reports to the Chief Rail Design & Construction and is responsible for all capital program management and project delivery for the Peninsula Corridor Joint Powers Board (Caltrain).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Direct and prioritize the delivery of all capital construction programs that include complex high-dollar projects of regional significance in collaboration with the Caltrain Planning, Engineering and Maintenance and Rail Operations departments.
- Direct the Project Controls program for all capital construction projects.
- Direct and prioritize utility relocations and construction management for all construction activities.
- Develop and manage the capital budget and support the development of the capital funding plan with the Grants and Budgets departments.
- 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:

- Develop and implement policies and procedures for the program management of all capital projects.
- Oversee the development and management of project controls including project plans, schedule, cost, change control, and document control processes for capital projects.
- Oversee the management of capital projects through planning, design, procurement, award, and construction to achieve project objectives.
- Oversee the development and presentation of project status reports at regular review meetings.
- Oversee the construction management and inspection services during the procurement, construction, and implementation phases of contracts.
- Set Annual Goals and Objectives for Engineering and Construction Programs and monitors project implementation and QA/QC practices.
- Oversee the project management of capital projects for Caltrain's State of Good Repair, System Enhancement, and Expansion Projects that support the 2040 Service Vision and delivery of locally funded projects. Projects include bridges, civil, track, stations, grade separations, grade crossings, bridges, signals, communications, and systems such as real time information, GPS data integration, Visual Messaging, Voice data systems, WIFI, Microwave communications, and train control systems.
- Oversee the handover of completed projects to Engineering and Maintenance and Operations staff.
- Oversee the Constructability Review Services during the Design Phase.
- Represent Caltrain before the Board of Directors, city councils, and other state, federal, local, and regional agencies, boards, and commissions, and before local citizens in public meetings and hearings.

- Develop, negotiate, and monitor contracts and cooperative agreements with other governmental agencies, private consultants, and private contractors.
- Evaluate job performance 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.

SUPERVISION: Works under the general supervision of the Director, Engineering, 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, construction management, or closely related field.
- Seven (7) years' of progressively responsible experience in systems, civil or rail engineering, construction management, or public works project management experience.
- Three (3) years' full-time management experience.
- Must possess a valid California drivers' license within six months of hire date and have a safe driving record.

PREFERRED QUALIFICATIONS:

- California Professional Engineering License is desirable.
- Commuter rail transportation experience is 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 bus transportation for employees and qualified dependents
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, February 4, 2024**. 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.