



# JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

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January 26, 2024

**TITLE:** Manager, Engineering Track & Structure  
**EMPLOYMENT TYPE:** Exempt  
**DIVISION:** Design & Construction  
**APPLICATION DEADLINE:** Sunday, February 18, 2024  
**PAY RANGE:** \$2591 - \$3886 weekly (\$134,739-\$202,108 estimated annual)  
**WORK LOCATION:** San Carlos, CA

**JOB SUMMARY:** The Manager, Track & Structures reports to the Deputy Director of Infrastructure and is responsible for overseeing railroad track and structures engineering support for the Peninsula Corridor Joint Powers Board (Caltrain)

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Responsible for the oversight of the track and structures engineering of the design and construction of Caltrain Capital and SOGR projects. Provide technical support for planning on Grade Separation projects.
- Ensure the capital and maintenance projects comply with the contract agreement and implement the approved design for compliance with JPB standards and specifications.
- Lead the advanced technical reviews of projects to assess constructability, examine design details, perform quantity audit, and recommend construction sequencing.
- Establish effective relationships and liaise with Caltrain operation contractors, consultants, internal departments, and other agencies (CPUC, FRA, UPRR, etc.) on railroad track and structures related to influence design and project development.
- Supervise professional engineers. Hire, mentor, and take appropriate corrective and/or disciplinary actions. Ensure EEO policies and procedures are followed. Participate in selection of staff, coordinate staff training and professional development, objectives, monitor and evaluate employee performance.

## **EXAMPLE OF DUTIES:**

- Plan, develop and implement the group's work plan, budget, goals, and objectives to be consistent with the Engineering Department's goals.
- Manage the design review of project documentation such as drawings, basis of design, specifications, technical reports, and calculations for compliance with Caltrain Standards and for cost effectiveness of the design.
- Lead development of potential solutions to the design/construction team and presents for design optimization, risk management challenges, and constructability improvements.
- Assist with Maintenance Department to develop the annual and long-term railroad track engineering and maintenance plans, coordinate these plans with capital projects and support to implement the plans.
- Review and provide technical input for capital and maintenance projects for compliance and cost effectiveness of the design.
- Perform QA reviews of RFIs and submittals as well as participate in change order review and final inspections to construction.
- Ensure track and structures comply with all return-to-service requirements following all construction activities.
- Review and evaluate project specific designs and provide technical recommendations to design variance approval process.
- Train, motivate and monitor staff activities, provide direction, and to identify and resolve the problems.
- Responsible for Caltrain Bridge Management Program.
- Responsible for updates to Caltrain Engineering Standards.
- Provide 24/7 on-call construction and maintenance support

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

- 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 Deputy 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 civil engineering or a related field.
- Professional Engineer's license.
- Five years of relevant experience or demonstrated equivalency of experience of railroad design and engineering in a railroad, engineering firm, or public works agency with experience managing professional staff.
- Three years of management experience

**PREFERRED QUALIFICATIONS:**

- Railroad structures projects design experience through all phases of design and construction.
- Experienced with AREMA, FRA and CPUC Standards.
- On call response 24/7 to service operational needs in a variety of weather and road conditions.
- Effective oral, written, and presentation communication skills.
- A valid California driver license with safe driving record or able to obtain a CA license with 6 months of employment.

**SELECTION PROCESS:**

The process may include a 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 rail transportation for all employees Free bus transportation for employees and qualified dependents
Work Location:	Select positions are eligible to work remote up to 50% of the time
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 **Sunday, February 18, 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 an accommodation, please contact the Human Resources Department at (650) 508-6308.
- Caltrain 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.