



JOB OPENING ANNOUNCEMENT

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

Employment Hotline (650) 508-6308

February 2, 2024

TITLE: Manager, Transit Asset Management
EMPLOYMENT TYPE: Exempt
DIVISION: Design & Construction
APPLICATION DEADLINE: **Sunday, February 25, 2024**
PAY RANGE: \$2,342 - \$3,512 weekly (\$121,792 - \$182,688 Estimated Annual)
WORK LOCATION: San Carlos, CA

JOB SUMMARY: The Manager, Transit Asset Management (TAM), reports to the Director, Engineering, and will be responsible for the overall management of the Peninsula Corridor Joint Powers Board's (Caltrain's) Asset Management Program.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Lead Caltrain's Asset Management Program, collaborate with cross functional stakeholders to develop systematic processes that manage strategic risk to organizational objectives, and coordinate the Asset Management Program's maturity across Caltrain.
- Advance Caltrain's Asset Management Program in accordance with international best practices and asset management policies to identify and minimize risk to Caltrain mission, vision, goals, and objectives.
- Integrate physical asset management principles and advanced statistical modeling to provide governance and insight over Caltrain's multibillion dollar asset inventory and ensure compliance with FTA, and other oversight agencies' asset management requirements.
- Oversee the development and implementation of project and process frameworks to improve transparency and internal controls.
- Understand government funding requirements and develop strategic relationships with key departments to mitigate risks.
- Stay abreast of international asset management initiatives and recommend new strategies to develop and maintain excellence and higher standards for Caltrain's asset management program.
- Supervise staff. 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:

- Responsible for the development and implementation of data governance required to meet asset management international standards.
- Oversee the development and implementation of data mining, segmentation, and quantitative analyses. Document process activities related to asset management.
- Manages Caltrain asset management data-driven decision-making process to inform decision makers of strategic risks and monitor/track risk applications to mitigate identified risks.
- Ensure compliance with local, regional, and federal asset management reporting requirements.
- Partner with departments to identify, guide, and advise on asset management activities and operations including the identification of key performance indicators.
- Oversee the preparation and coordination of reports including recommendations to the Board of Directors, committees, and other management staff; oversees the preparation of correspondence, reports and documents for completeness, accuracy, and compliance with Caltrain policies and procedures and the maintenance of accurate records and files.
- Development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.

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 to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Works under the general supervision of the Deputy Director Rail Systems 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, electrical, mechanical, Computer Science, or a closely related field from an accredited college or university.
- Five years full-time experience in Asset Management involving transportation and transit projects assets.
- Two years of supervisory experience.

PREFERRED QUALIFICATIONS

- Knowledge of FTA Asset Management requirements and international "strategic" asset management best practices.
- Experience with internal audit, governance and or compliance, preferably in a government agency.
- Able to travel occasionally.

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 Caltrain Transportation for all employees
Free bus transportation for all 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, February 25, 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.
- 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.