



JOB OPENING ANNOUNCEMENT

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

Employment Hotline (650) 508-6308

February 2, 2024

TITLE: Manager, Fleet Maintenance
EMPLOYMENT TYPE: Exempt
DIVISION: Rail Operations & Maintenance
APPLICATION DEADLINE: February 25, 2024
PAY RANGE: \$2,342 - \$3,513 weekly (\$121,792- \$182,688 estimated annual)
WORK LOCATION: Menlo Park, CA

JOB SUMMARY: The Manager, Fleet Maintenance reports to the Director, Rail Vehicle Maintenance. The manager oversees all aspects of the Contractor's passenger car and locomotive maintenance and repair functions. Serves as an expert resource in rail equipment development, equipment modifications and rolling stock acquisitions for PCJBP Caltrain.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Responsible for monitoring and evaluating contractor's performance in the maintenance and repair of passenger cars and locomotives in accordance with established standards to assure maximum efficiency and effectiveness.
- Responsible for updating and maintaining fleet plans and maintenance requirements and standards are in accordance with FRA and manufacturing guidelines.
- Develop annual budget, long range equipment plans and propose capital funding requirements for rail equipment modifications.
- Manage the development and progress of rolling stock equipment overhaul and/or replacement programs.
- Participates in the preparation of specifications for acquisition of new rolling stock.
- Works with all railroad staff and the public to implement new projects and programs.
- Oversees contractors are adequately following staffing agreements; maintain EMU fleet staffing levels in accordance with the Manufacturers' Fleet Maintenance guide to maximize longevity and meet or exceed all warranty and manufacture standards.
- Provide oversight and leadership to Contractor's Fleet Maintenance Management team.
- May 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:

- Monitors equipment availability and coordinates with Contract Operator to maintain equipment levels as required for train service.
- Manages testing and acceptance of new equipment; reviews equipment blueprints and drawings as required.
- Manages contractor requests for additional work on the Rail Equipment that may require additional funding beyond the budgeted amounts. Approve invoices for project payments and services rendered.
- Manages Diesel Fuel Contract for fuel delivery and coordinates with the fuel vendor and the Contract Operator for Caltrain Service.
- Inspects all Caltrain Maintenance Facilities for contract compliance.
- Provides assistance to Contract & Procurement Department for contract language in all contract preparations related to Rail Equipment, Rail Equipment Support, and Facility Maintenance.
- Participates in CEMOF construction reviews and progress meetings. Develops and establishes CEMOF Transition Plan and Operating Procedures.
- Establishes and implements maintenance procedures for new rail equipment and the support equipment.
- Responds to customer comments and concerns.
- Complete equipment and facility audits on a routine basis at all our layover points on various days and times.

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

- Responsible for ensuring trains are in proper functioning condition.
- 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 Director, Rail Network and Operations Planning 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:

- Nine years of full-time experience in vehicle maintenance or a combination of education B/A degree in transportation, business, or related field and five years of experience demonstrating the ability to successfully perform the essential functions of this position.
- Two years of management experience.
- Required to respond to service and operation emergencies on and around the active railroad 24/7 and in a variety of weather and road conditions.
- A valid California driver's license with a safe driving record is required.

PREFERRED QUALIFICATIONS:

- Experience with railroad vehicle maintenance is highly preferred.
- Demonstrated experience in railroad equipment maintenance budget development, administration, and control.
- Physically able to conduct hands-on inspections of railroad equipment, and equipment maintenance facilities.
- Excellent oral and written communication skills required. Class I and/or commuter railroad experience 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 Caltrain Transportation for all employees. Free Bus Transportation for all 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 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.