



JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

March 1, 2024

TITLE: Project Manager, State of Good Repair
EMPLOYMENT TYPE: Exempt
DIVISION: Rail Operations
APPLICATION DEADLINE: Sunday March 23, 2024
PAY RANGE: \$2,117 - \$3,175 weekly (\$110,089 - \$165,134 estimated annual)
WORK LOCATION: San Carlos, CA

JOB SUMMARY: The Project Manager, State of Good Repair, SOGR, reports to the Chief Operating Officer, and is responsible for coordinating the life cycle tracking and management system for all assets and parts within Rail Operations for the Peninsula Corridor Joint Powers Board (Caltrain).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- The primary responsibility for this role will be providing Project Management duties to Caltrain's growing list of State of Good Repair projects.
- Provide data to support management in the decisions of maintaining a state of good repair, condition monitoring and related reporting requirements for regional and federal authorities.
- Reviews and analyzes the computerized maintenance management system, developing standard and customer reports and key performance indicators to document a successful program.
- Evaluate whether Caltrain's assets are in a State of Good Repair using the TERM Lite tool developed by the Federal Transit Administration or similar tool to determine an overall asset condition score for the agency.
- Collaborate with key stakeholders to develop a 10-Year Asset Management Strategy consistent with Caltrain's Capital Improvement Plan.
- Develop and maintain the project execution plan for assigned projects.
- 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.

EXAMPLE OF DUTIES:

- Analyze use-based condition data to precisely model the condition of Caltrain's assets and support data-driven investment decisions and project development.
- Create, manage, and document business processes and procedures for conducting asset type condition assessments consistent with the FTA's Transit Economic Requirement (TERM) 1-5 State of Good Repair Asset Scale.3
- Develop and maintain the SOGR asset maintenance programs including developing and updating appropriate policies and procedures
- Review the reliability of assets in terms of being able to function at a full level of performance
- Establish acceptable parameters, providing statistical analysis and data points to support recommendations and conclusions for the SOGR program
- Develop scopes of work for SOGR projects during the project development phases
- Represent assigned Caltrain projects at meetings, including monthly internal project reviews.
- Perform the following project management duties; develop the scope of work, 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.
- Prepare staff reports and presentations for Management, the Board of Directors, and other stakeholders on assigned projects.

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

- Negotiate and resolve project issues.
- 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 Chief Operating Officer 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 transportation management, engineering, business, or related fields.
- Four (4) years' experience in transportation

PREFERRED QUALIFICATIONS

- Experience in Rail Transportation or Construction Management.
- Project Management Certification
- Possess strong written and verbal communication and presentation skills.
- Possess a California driver's license with a safe driving record.
- District/ Caltrain experience is preferred.

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, March 23, 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 on (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.