



# JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

March 13, 2024

**TITLE:** Director, Engineering  
**EMPLOYMENT TYPE:** Exempt  
**DIVISION:** Rail Design & Construction  
**APPLICATION DEADLINE:** Continuous Recruitment Until Filled  
**PAY RANGE:** \$3,171.28 - \$4,756.94 weekly (\$164,907- \$247,361 estimated annual)  
**WORK LOCATION:** San Carlos, CA

## **JOB SUMMARY:**

The Director, Engineering will report to the Chief, Rail Design & Construction and will be responsible for the functions of the Engineering department for the Peninsula Corridor Joint Powers Board (Caltrain).

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Responsible for engineering for the railroad (RR) including track, signal, communications, facilities, right-of-way (ROW), stations, on-board and back-office systems, Positive Train Control (PTC), electrification, and transit asset management (TAM).
- Responsible for the development of the annual and long-range rail capital improvement plan for all additions and improvements to track, structures, stations, signals, systems, and related properties and equipment in conjunction with approved operations plans.
- Responsible for the development of capital project proposals and technical specifications for consultants and contractors.
- Responsible for the development and implementation of transit asset management, and configuration control programs.
- Administer policies with respect to encroachments on the Caltrain ROW and SamTrans properties by outside agencies or private parties.
- Develop and administer Engineering's annual budget, design standards and criteria.
- Direct and prioritize engineering services to support delivery 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.
- 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:**

- Provide engineering support for large 3rd party projects such as High-Speed Rail, Downtown Extension, and Transbay Terminal.
- Coordinate the provision of capital project development and implementation services with other departments and divisions.
- Review and recommend changes to Caltrain operations and maintenance contractor standards, procedures, and methods to enhance the cost effectiveness of rail line maintenance and capital project support functions.
- Oversee the evaluation of and approval process for all plans proposed by public agencies and others for design and construction of projects which modify or otherwise impact the JPB right-of-way, stations, property, facilities, and/or impact Caltrain operations.

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

- Approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate.
- Coordinate with federal, state, and local agencies during project implementation, and ensure compliance with their administrative guidelines.
- Participate in the development of Caltrain's long range strategic plans.
- 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 of 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 Chief Design & Construction, 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, or a closely related field.
- Seven years full-time increasingly responsible management experience in the area of civil or rail engineering, construction management, and/or public works project management.
- Must be a registered Professional Engineer in the state of California. or obtain within six months of hire date.
- Must possess a valid California drivers' license within six months of hire date and have a safe driving record.

**PREFERRED QUALIFICATIONS:**

- Must be familiar with railroad systems requirements including all rules and regulations.

**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"> <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 obtain more information or to submit a resume and cover letter, please contact Gregg Moser, Principal at K&A, at [gmoser@kapartners.com](mailto:gmoser@kapartners.com)
- Complete an online employment application and supplemental questionnaire. **Position to remain open until filled.** 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.