



# JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

January 14, 2022

**TITLE:** Senior Environmental Planner  
**EMPLOYMENT TYPE:** Exempt (Full-Time)  
**DIVISION:** Rail  
**APPLICATION DEADLINE:** Friday, February 4, 2022  
**PAY RANGE:** \$2,117 - \$3,176 per week (\$110,089 to \$165,134 est. annual)  
**WORK LOCATION:** San Carlos, California

**JOB SUMMARY:** The Senior Environmental Planner reports to the Manager, Capital Projects and Environmental Planning and is responsible for implementing California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) clearances and securing environmental permits for capital projects, supporting environmental compliance programs for Caltrain operations; and performs third party environmental document reviews.

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Work with JPB Capital Project Delivery Team.
- Lead a variety of environmental planning tasks, for both NEPA and CEQA review processes.
- Oversee work performed by environmental consultants.
- Develop Scopes of Work and Budgets for Environmental Compliance efforts for Capital Projects
- Prepare Environmental Documents.
- Prepare and present environmental planning topics for internal and external stakeholders
- Coordinate with Resource Agencies, the Federal Transit Administration and other State and Federal agencies as needed.
- Maintain environmental compliance of historic assets.
- Advise on new or updated environmental regulations and its impacts on capital projects and/or operations Caltrain systems.

## **EXAMPLES OF DUTIES:**

- Review capital project descriptions to determine potential level of environmental clearances and environmental permitting.
- Develop and prepare Work Directives for environmental consultants and review their work and documents
- Prepare required environmental documents for Caltrain capital and state of good repair projects.
- Attend and participate in JPB meetings to assess project's environmental compliance needs.
- Perform all job duties and responsibilities in a safe manner to protect yourself, your 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:** Work under the general supervision of the Manager, Capital Projects and Environmental Planning, who establishes goals and objectives, monitors and evaluates performance.

**MINIMUM QUALIFICATIONS:** Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's or higher degree in environmental science, environmental engineering or related field
- Four (4) years of environmental compliance management experience in transportation projects, showing increasing proficiency with environmental regulations and leading environmental reviews
- Strong knowledge and application of CEQA/NEPA environmental review processes for transportation projects

**Peninsula Corridor Joint Powers Board, 1250 San Carlos Ave., San Carlos, CA 94070-1306**

- Significant experience and familiarity with Environmental Resource Agencies (USACE, US Fish and Wildlife Services, Regional Water Quality Control Board, CA Department of Fish and Wildlife, etc.)

### **PREFERRED QUALIFICATIONS:**

- Public transit system experience preferred.
- Excellent analytical, written and verbal communication and presentation skills.
- A valid California driver's license with a safe driving record is required.
- Proficiency in Microsoft Office applications.

**SELECTION PROCESS MAY INCLUDE:** The process will include a panel interview and may include written and skills test assessments or supplemental questions. 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. Selected candidate must successfully complete a background investigation.

### **CURRENT EMPLOYMENT BENEFITS:**

For further benefit details please go to: <https://www.smctd.com/jobs.html#benefits>

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Time Off:	Paid Time Off: 26 days per year
Cafeteria Plans:	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 apply, please visit the <http://www.caltrain.com/about/Jobs.html>. Complete an online employment application and supplemental questionnaire by 11:59 pm on Friday February 4, 2022. A resume will not be accepted in lieu of the application and supplemental questionnaire. 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.