



# JOB OPENING ANNOUNCEMENT

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

Employment Hotline (650) 508-6308

March 30, 2022

**TITLE:** Manager, Engineering (Facilities and Stations)  
**EMPLOYMENT TYPE:** Exempt (Full-Time)  
**DIVISION:** Rail (Rail Development)  
**APPLICATION DEADLINE:** Friday, April 29, 2022  
**PAY RANGE:** \$2,342 – \$3,513 per week (\$121,792 - \$182,688 estimated annual)  
**WORK LOCATION:** San Carlos, California

**JOB SUMMARY:** The Manager, Engineering, Facilities, and Stations reports to the Deputy Director, Infrastructure Engineering is responsible for managing engineering functions related to Caltrain facilities and stations, including design reviews, and inspections of facilities, and stations for the Peninsula Corridor Joint Powers Board (Caltrain).

## EXAMPLES OF ESSENTIAL FUNCTIONS:

- Provide engineering direction and oversight for facilities, and stations improvement projects through planning, design, and construction.
- Develop and manage maintenance programs for facilities, and stations.
- Ensure conformance with engineering standards and regulatory requirements for facilities, and stations.
- Hire, mentor and Supervise staff. Ensure EEO policies and procedures and followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

## EXAMPLES OF DUTIES

- Train, motivate and monitor staff activities, provide direction, and to identify and resolve the problems.
- Manage the design review of project documentation such as drawings, basis of design, specifications, technical reports, and calculations for compliance with Caltrain Standards and for cost effectiveness of the design.
- Provide engineering support and technical input to the Planning department to develop project scopes.
- Assist with Maintenance Department to develop the annual and long-term railroad track engineering and maintenance plans, coordinate these plans with capital projects and support to implement the plans
- Perform QA reviews of RFIs and submittals as well as participate in change order review and final inspections to construction.
- Review and evaluate project specific designs and provide technical recommendations to design variance approval process.
- Coordinate with other agencies such as: California Public Utilities Commission, the Federal Railroad Administration, Union Pacific Railroad and other interested parties.
- Maintain and develop engineering standards.
- Act as Caltrain engineering lead on matters related to facilities and stations capital improvements project
- Provide on-call, 24/7 engineering support.
- Perform all job duties and responsibilities in a safe manner to protect yourself, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures to reduce or eliminate accidents.
- Evaluate job performance of staff, which also includes the professional development of staff through identification of on-the-job and other professional development opportunities.
- Perform other duties as assigned.

**SUPERVISION:** Works under the supervision of the Deputy Director, Infrastructure Engineering who establishes goals and objectives 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 degree in civil or structural engineering.
- Five (5) years of relevant experience or demonstrated equivalency of experience of design and engineering in a railroad, engineering firm, or public works agency with a minimum of two experience managing professional staff.
- Two (2) years of experience managing or directly supervising staff.
- Must have railroad stations or facilities projects design experience through all phases of design and construction.
- Professional Engineer's license

**PREFERRED QUALIFICATIONS:**

- Able to respond 24/7 to service and operational needs in a variety of weather and road conditions.
- Effective oral and written communication skills.
- Possess a valid California driver license with a safe driving record.

**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.

**EMPLOYEE BENEFITS:**

For additional information on SamTrans benefits, please visit, <https://www.smctd.com/jobs.html#benefits>

Holidays: Seven paid holidays, plus up to four floating holidays per year

Paid Time Off: Up to 26 days (PTO) per year

Cafeteria Plans: Medical, dental, vision care, group life insurance and more

Transportation: Free Bus Transportation for employees and qualified dependents

Pension: 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/Jobs.html>. Complete an online employment application and if required the supplemental questionnaire. Application deadline is Friday April 29, 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 or email written request to [hr@samtrans.com](mailto:hr@samtrans.com).
- 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.