



JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

April 18, 2021

TITLE: Principal Planner (Rail Operations Planning)
EMPLOYMENT TYPE: Exempt (Full-Time)
DIVISION: Rail
APPLICATION DEADLINE: Friday, May 6, 2022
PAY RANGE: \$2,117 - \$3,176 per week (\$110,089 to \$165,134 est. annual)
WORK LOCATION: San Carlos, California

JOB SUMMARY: The Principal Planner (Rail Operations Planning) reports to the Manager, Rail Operations Planning, and is responsible for developing commuter rail service plans and programs, as well as supporting a range of additional planning activities related to near- and longer-term operations and service planning and analysis for the Peninsula Corridor Joint Powers Board (Caltrain)

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Manages, supports, and contributes to the development of short-range, mid-range and long-range service plans and programs through the execution of operational analysis, market research and coordination with other operators.
- Conducts technical analysis and research to guide service and network planning decisions. Reviews operational and ridership data, analyzes regional and national trends, and reviews customer feedback and survey data. May conduct field work or data collection at stations and on-board trains
- Monitors service performance and ridership for revenue service and construction scheduling. Works with internal stakeholders to conduct and compile ridership and operations analysis, monitoring and reporting. Prepares monthly and annual reports (e.g., Caltrain Performance Statistic and National Transit Data Base Reporting).
- Coordinates service planning, timetable sharing and other operational interfaces with other connecting rail and transit operators
- Provides operations planning perspective, input and support on agency initiatives related to station access and design, customer information, wayfinding, fares and ticketing.
- Works in conjunction with other planning and operations staff and consultants to support fleet planning activities and other mid- and -longer range operational planning studies
- Works effectively and collaboratively in a multi-discipline team environment and establishes strong working relationships with other departments including key personnel in operations, finance and communications
- May supervise staff, as needed. Hire, mentor and take appropriate corrective and/or disciplinary action as needed. Ensure EEO and affirmative action policies and procedures are followed. Participate in staff selection; coordinate staff training and professional development as needed. Establish performance objectives; monitor and evaluate employee performance as needed.

EXAMPLES OF DUTIES:

- Establish schedules and methods for providing planning services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
- Prepare reports, presentations and other communications to senior staff, board members, outside agencies and committees, responsible for written and oral responses
- Monitor work activities to ensure compliance with established policies and procedures; consult with senior management regarding policies and procedures
- Assist in the preparation and administration of the department's budget including submission of budget recommendations and monitoring of expenditures.
- Evaluate job performance of staff, including 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 yourself, your 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 Manager, Rail Operations Planning, 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 urban planning, transportation planning, transportation engineering, economics, public policy or related field.
- Four (4) years of full time progressively responsible planning experience in in urban planning, transportation planning, environmental planning, public policy, transit infrastructure development or related field.

PREFERRED QUALIFICATIONS:

- Two (2) years of supervisory experience.
- Excellent analytical, written and verbal communication and presentation skills.
- Proficiency in Microsoft Office applications.
- Intermediate/advanced MS Excel experience is desirable.
- Programming and modeling skills are desirable.
- Knowledge of Title VI programs is desirable.
- A valid California driver's 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. Selected candidate must successfully complete a background investigation.

CURRENT EMPLOYMENT BENEFITS:

For further benefit details please go to: https://www.smctd.com/SMCTD_Employment.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"> ○ 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 supplemental questionnaire by 11:59 pm on Friday, May 6, 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 encourage to apply.