

October 11, 2019

TITLE:	Director, Rail Network & Operations Planning
EMPLOYMENT TYPE:	Exempt
DIVISION:	Rail – Caltrain Planning
APPLICATION DEADLINE:	Open Until Filled (1st Cutoff – Friday, November 1, 2019)
PAY RANGE:	\$2,867 – \$4,300 per week (\$149,062 – \$223,592 estimated annual)
WORK LOCATION:	1250 San Carlos Avenue, San Carlos, California
WORK SCHEDULE:	Full Time

Job Summary: The Director, Rail Network and Operations Planning will report to the Deputy Chief, Caltrain Planning and is responsible for developing, managing, and implementing all rail network operating plans for the Peninsula Corridor Joint Powers Board (Caltrain) including long-range plans, short-range operational plans, scheduling, fleet planning, and day-to-day station access plans and projects, performance reporting, and system access planning for construction activities.

Examples of Essential Functions:

- Responsible for all long-range network planning as indicated in the Caltrain Business plan including blended service with all Peninsula Corridor rail tenants including California High Speed Rail Capitol Corridor, ACE, Amtrak and UP freight.
- Responsible for megaregional and state rail plan network planning initiatives including extensions to Salinas, connections across the Dumbarton Bridge and new Crossbay tunnels.
- Responsible for developing and implementing the required tools to support both long and short term network planning including simulators, scheduling software and other tools as necessary.
- Oversee all rail scheduling and system access activities.
- Responsible for all Caltrain operational data collection, performance reporting, and evaluation.
- Responsible for development, management, and implementation of all special service plans for the provision of additional Caltrain service.
- Manage all fleet planning activities including the development and maintenance of the Fleet Management Plan.
- Direct the management, implementation, and enforcement of all track and system access policy and procedures in accordance to state and federal regulations.
- Direct terminal operations analyses for future blended planning including related to the opening of the San Francisco DTX and the development of the new San Jose terminal.
- 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.

Examples of Duties:

- Oversee the development and implementation of the post-electrification operations plan including an evaluation of fleet and crew/staff resourcing from an operational and maintenance perspectives.
- Oversee the development of construction schedules and operations plans to continue Caltrain commuter service to customers during construction.
- Provide support for all Caltrain Modernization program activities.
- Oversee the development of analytical tools and reports to assess Caltrain operational performance and recommendations for improvement.
- Oversee the development of scopes of work, selection, and performance evaluation for technical consultant contract services.
- Oversee the development of reports and presentations at various stakeholder venues.
- Oversee modeling and ridership analyses.
- 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 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 Deputy Chief, Caltrain 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:

- A Bachelor's degree in urban planning, transportation planning, operations planning, engineering, or related field.
- Seven years fulltime progressively responsible project management experience.
- Three years' experience managing professional and technical operations and planning staff.

Preferred Qualifications:

- Experience with commuter rail operations is desirable.
- Experience in an electrified environment is preferred
- Experience working with FRA regulations is desirable.
- Must have effective analytical, written and verbal communication and presentation skills.
- Must have effective organizational and project management skills.

Selection Process May Include:

Applications will be screened for completeness and minimum qualifications

Written and/or skills assessment examination

Finalists will be interviewed by a screening and selection panel

Background investigation

Current Employment Benefits at SamTrans:

- Holidays: Seven paid holidays, plus up to five floating holidays per year
- Time Off: Paid Time Off: 26 days per year
- Health and Benefit Plans: Medical, dental, vision care, group life insurance, and more
- Transportation: Free bus transportation for employees and qualified dependents
- Retirement: Social Security and 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:

- Apply online or complete a SamTrans Employment Application per instructions printed on the application.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at www.smctd.com/jobs.html. When completing the paper application, please specify the position for which the application is being submitted.
- Incomplete or improperly completed online or paper applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online or paper application reflects the work experience and education needed to meet the requirements for the position(s) for which you are applying.
- Your completed application package must be received by the District's Human Resources Department by the specified deadline to receive consideration. Paper applications must be received by the Human Resources Department by 4:30 pm on the application deadline date. Online applications must be submitted prior to midnight on the application deadline.

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 call (650)508-6308.

SamTrans is an Equal Opportunity Employer Minorities/Women/Persons with Disabilities/Veterans