

October 4, 2019

TITLE: Director, Rail Program Integration
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 Program Integration, will report to the Deputy Chief, Caltrain Planning with a dotted line report to the Chief Operating Officer (COO), Rail and will develop, manage and oversee the scope, schedule, and budget required to transition the Peninsula Corridor Joint Powers Board (Caltrain) commuter railroad to a mixed diesel and electrified operation.

Examples of Essential Functions:

- * Responsible for interfacing with all departments to identify all activities required for phased implementation of electrified service and diesel decommissioning including but not limited to safety plans, fleet and OCS operating and maintenance plans, infrastructure investment plans, short-term and long-term storage plans, commissioning and decommissioning plans, and training plans.
- * Responsible for convening the rail activation committee (RAC) for the electrification program and ensuring the safe and successful implementation of electrified service on the Caltrain right of way
- * Responsible for ensuring that the rail engineering and construction departments are prepared to support an electrified railroad including the development of construction and engineering standards, construction guidelines, and state of good repair programs.
- * Identify programmatic gaps and risks and develop mitigation strategies.
- * Responsible for interfacing with all District management to ensure organizational readiness to assume electrified service. Coordinate with other District efforts related to electrified service including the ongoing Caltrain Business Plan, the electrification construction, the EMU car procurement, and systems projects including positive train control and the constant warning system.
- * Responsible for interfacing with the electrification program to monitor project progress and modify plans to ensure safe and timely launch of new services.
- * Responsible for the development and implementation of a procurement plan for the procurement of goods and services required for the operation and maintenance of the electrified system.
- * Responsible for the development of programs required by federal and state regulatory agencies, including Code of Federal Regulations (CFRs).
- * 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:

- Develop an integration program schedule and implement the delivery of all scheduled items.
- Develop and lead a cross-functional team to advise the COO on all matters related to transitional activities.
- Provide regular program reviews to the COO and organization for accurate program tracking.
- Work with policy makers, stakeholders, and the public on system-wide electrification transition issues.
- Coordinate with the Human Resources department to ensure that the appropriate types of experience and expertise required for staffing the electrification program are consistent with the Business Plan to enable the timely launch of the electrified service.
- Input to on-going contractual negotiations with contract providers (e.g. TASI, Stadler, and BB).
- Lead the effort to determine how power will be purchased for the electrified system.
- Lead the effort to develop new operating rules and a new rulebook.
- Coordinate marketing and public relations activities associated with project implementation.

- Manage and oversee consultants.
- 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: The position works under the general supervision of the Deputy Chief, Caltrain Planning who establishes goals and objectives and evaluates performance. This position will have a dotted line reporting relationship to the Chief Operating Officer, Rail.

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 engineering, transportation planning, public policy, public administration or related field.
- Seven (7) years of progressively responsible experience in managing rail systems delivery, civil engineering, construction, or railroad operations.
- Three (3) years full-time management experience.

Preferred Qualifications:

- Experience in an electrified railroad is desirable.
- Experience in a commuter railroad is desirable.
- Experience in facility and rolling stock commissioning is desirable.
- Experience in leading and management organizational transformation is desirable.
- Must have excellent analytical, written and verbal communication and presentation skills.
- Must possess a valid California driver's license with a safe driving record.
- Must have effective organizational and project management skills.
- Must be effective in building consensus across departments.

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:

Although we encourage applicants to apply online, we are still accepting paper applications.

- 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.

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