**JOB OPENING ANNOUNCEMENT**

**San Mateo County Transit District**, 1250 San Carlos Ave., San Carlos, CA  94070

**Employment Hotline (650) 508-6308**

February 20, 2020

**TITLE:** Principal Planner (Rail)  
**EMPLOYMENT TYPE:** Exempt  
**DIVISION:** Rail Division  
**APPLICATION DEADLINE:** Friday, March 13, 2020  
**PAY RANGE:** $1,914 – $2,871 per week ($99,511 – $149,267 estimated annual)  
**WORK LOCATION:** 1250 San Carlos Avenue, San Carlos, California  
**WORK SCHEDULE:** Full Time (Monday – Friday)

**Job Summary:** The Principal Planner (Rail) will report to the Director, Systemwide Planning and Policy and is responsible for the planning and support of various railroad capital projects that may include grade separation, station improvements and rail infrastructure and facilities for the Peninsula Corridor Joint Powers Board (Caltrain).

**Examples of Essential Functions:**  
- Support the overall development and administration of the capital planning program including work related to the development and maintenance of the railroad’s capital improvement plan (CIP) and project development and advancement process.  
- Work with the Director of Systemwide Planning and Policy and other Planning and Rail Division staff to sponsor and advance the planning of individual capital projects and programs.  
- Provide planning support to the Rail Development Department on various ongoing Caltrain capital projects.  
- Establish and manage project schedules, budgets, methods for providing planning services, consultant teams, etc.  
- Collaborate with local municipalities to represent Caltrain regarding the planning of specific capital improvements and represent Caltrain in front of the Joint Peninsula Board, City Councils and Planning Commission meetings.  
- Provide support in managing elements of the Caltrain grade separation-planning program along the Caltrain Right of Way (ROW).

**Examples of Duties:**  
- Evaluate and develop potential grade separation projects along the Caltrain (ROW) in consultation with Caltrain partners including the Santa Clara Valley Transportation Authority (VTA), City & County of San Francisco, SamTrans, JPB tenants (ACE, Capitol Corridor, Amtrak, Freight), and the cities/counties along the Caltrain Corridor.  
- Work closely with Caltrain Engineering and Construction Departments to review and refine plans and engineering drawings  
- Approve and monitor project schedule and budget to ensure timely completion, and ensure accordance with Caltrain standards.  
- Monitor Consultant’s work activities to ensure compliance with established Caltrain policies and procedures.  
- Consult with senior management regarding Caltrain policies and procedures, and make recommendations for changes and improvements to existing standards and procedures.  
- Prepare reports and give presentations to senior staff, boards, committees, outside public agencies, and city councils.  
- Perform all job duties and responsibilities in a safe manner to protect one’s self, fellow employees, and the public from injury or harm. Promote safety awareness and follows safety procedures in an effort to reduce or eliminate accidents.  
- Perform other duties as assigned.

**Supervision:** Works under the general supervision of the Manager, Caltrain Planning, who establishes goals and objectives, and 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 degree in urban planning, transportation planning, transportation engineering, economics, public administration, public policy or related field.
- Four years professional planning experience in the above mentioned disciplines.

Preferred Qualifications:

- Experience with passenger rail operations or capital project delivery is desirable.
- Experience with rail transportation planning, design, and operations are desired.
- Proficient in Microsoft Word, Excel and PowerPoint.
- Must be effective oral and written communications skills.

Selection Process May Include:
The process will include a panel interview and may include written and skills test assessments. 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 will be subject to background check.

Current Employment Benefits at SamTrans:
Holidays: Seven paid holidays, plus up to five floating holidays per year
Time Off: Paid Time Off: Up to 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)
  o Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
  o 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](http://www.smctd.com/jobs.html). When completing the paper application, please specify the position for which the application is being submitted.
- Incomplete 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 date.

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.

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