JOB OPENING ANNOUNCEMENT

Apply On-line at www.smctd.com/jobs.html

Employment Hotline (650) 508-6308

July 12, 2019

TITLE: Principal Planner
EMPLOYMENT TYPE: Exempt
DIVISION: Rail Division
APPLICATION DEADLINE: Friday, August 2, 2019
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 will report to the Manager, Caltrain Planning and is responsible for capital project planning and development including station area planning for the Peninsula Corridor Joint Powers Board (Caltrain). These planning programs will be developed in concert with the Caltrain Business Plan and other regional/state initiatives including CAHSR blended service planning, regional grade separation strategic planning and other transit oriented development initiatives.

Examples of Essential Functions:

- Collaborate with local municipalities to represent Caltrain on the development of Station area plans, consult on general plan amendments, and generally consult on station access issues related to Caltrain stations.
- Provide support in managing elements of the Caltrain grade separation planning program along the Caltrain Right of Way (ROW).
- Provide planning support to the Engineering and Construction Department on various capital projects.
- Establish and manage project schedules, budgets, methods for providing planning services, consultant teams, etc.
- Represent Caltrain in front of the JPB, City Councils and Planning Commission meetings.

Examples of Duties:

- Participate in inter-agency station area planning efforts; represent Caltrain in intermodal working groups, city-led planning efforts, and task forces.
- Evaluate and develop potential grade separation projects along the Caltrain Right of Way 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.
- 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.

Other Requirements:

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)

○ 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](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.

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