JOB OPENING ANNOUNCEMENT

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

Employment Hotline (650) 508-6308

November 6, 2017

TITLE: Principal Planner (Caltrain Planning)

EMPLOYMENT TYPE: Exempt

DIVISION: Rail

APPLICATION DEADLINE: Open Until Filled (Application review cutoff: 6th of each month)

PAY RANGE: $1,953 – $2,831 per week ($101,541 - $147,235 estimated annual)

WORK LOCATION: San Carlos, California

WORK SCHEDULE: Full-Time

Job Summary: The Principal Planner reports to the Manager, Caltrain Planning, and is responsible for rail planning for capital projects, station areas, and long range development for Caltrain commuter services. The Planner is also responsible for the system planning for the blending of California High Speed Rail Authority (CHSRA) and Caltrain commuter services for the Peninsula Corridor Joint Powers Board (Caltrain).

Examples of Essential Functions:

- Review and provide input on city project studies and traffic analysis in support of long range railroad operations planning.
- Work with CHSRA on the operation planning for the blended system.
- Evaluate and develop potential grade separation projects along the Caltrain Right of Way (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, and Freight), and the cities/counties along the Caltrain Corridor.
- Provide planning support to the Caltrain Engineering and Construction Department on various capital projects involving the Capital Improvement Plan.
- Provide planning support on the Caltrain Business Plan.
- Establish and manage project schedules and methods for providing planning services.
- Serve as a liaison at City Councils and Planning Commission meetings for Caltrain and CHSRA.
- 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:

- Participate in inter-agency station area planning efforts; represent Caltrain in intermodal working groups, city-led planning efforts, and task forces.
- Lead studies to forecast future Caltrain ridership.
- Work with CHSRA to review the environmental impact study to ensure compliance with California Environmental Quality Act and National Environmental Policy Act.
- Provide planning efforts on various projects such as: bike access and parking implementation; station area planning; and grade separation planning.
- Assist with defining opportunities for the long-term expansion and integration of the Caltrain System.
- Approve and monitor project schedule to ensure timely completion, and adherence with Caltrain standards.
- Monitor consultant’s work activities for 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, Board of Directors, committees, outside public agencies, and city councils respond to requests for information.

- 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 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, public administration, public policy, or related field.
- Four years of full time journey level planning experience in rail transportation planning.
- Two years of supervisory experience.

**Ideal Candidate:**

- Is comfortable presenting information and answering questions at public meetings.
- Someone that can hit the ground running and can work independently.
- Is able to manage multiple projects and deadlines successfully.
- Has the ability to analyze situations, identify problems, and implement solutions.
- Will have project management experience.

**Selection Process May Include:**

- Applications will be screened for completeness and minimum qualifications.
- Written and/or skills assessment examination(s).
- 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
- **Cafeteria 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](http://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 date. You may call (650) 508-6308 to verify online or paper application package has been received.

| Holidays: | Seven paid holidays, plus up to five 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 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 |

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 Affirmative Action/Equal Opportunity Employer.