

August 26 2019

TITLE: Transit Asset Management Analyst
EMPLOYMENT TYPE: Exempt
DIVISION: Bus
APPLICATION DEADLINE: Friday, September 20, 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 Transit Asset Management (TAM) Analyst, reports to the Director, Facility Maintenance, and is responsible for implementing and administrating the Transit Asset Management Program for the San Mateo County Transit District (SamTrans).

Examples of Essential Functions:

- * Ensure compliance with all Transit Asset Management (TAM) regulation.
- * Monitor and evaluate performance and effectiveness of TAM processes and State of Good Repair activities; develop new processes for identified gaps and make recommendations for improvements.
- * Consolidate applicable asset data into a single system inclusive of Rolling stock, Capital Equipment, Facilities and infrastructure.
- * Reassess District's TAM Plan relative to best practices, new regulations and evolving trends within the transit industry.

Examples of Duties:

- Monitor and maintain the TAM Plan.
- Develop and maintain a 5-year State of Good Repair project priority list.
- Implement, and facilitate updates to the asset management system(s) to meet SamTrans needs.
- Coordinate with internal stakeholders, including operations, maintenance and engineering departments, to identify appropriate software for asset management systems and integrations with other software needed to support pertinent business processes.
- Coordinate with internal stakeholders to develop and refine asset prioritization model for systematically analyzing and prioritizing SamTrans assets.
- Coordinate internal stakeholder's data analysis to utilize an asset prioritization model to provide recommendations for SOGR project development and lifecycle planning.
- Coordinate with external stakeholders and external agencies such as the Federal Transit Administration (FTA) and the Metropolitan Transportation Commission (MTC) to monitor and update the TAM program.
- Prepare technical reports, documentation, and trend analysis to support program goals.
- Provide support and coordination for database management such as Configuration Control, SCADA, and Computer Aided Dispatch (CAD).
- 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 follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

Supervision: Works under the supervision of the Director, Facility Maintenance, who will establish goals and objectives and evaluate 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 engineering or related field.
- Five (5) years of full-time experience in Project Management, Public Transportation, Utilities, Public Works, or maintenance management in engineering firm.

Preferred Qualifications:

- Asset Management experience is preferred.
- Experience with database software is preferred.
- Must possess effective written and verbal communication and presentation skills.

Ideal candidate:

- Strong interpersonal skills, including collaboration and conflict resolution skills, to develop effective relationships with co-workers and supervisors by helping others accomplish tasks.
- Knowledge of and skill in the principles and leading practices of asset management including risk management, infrastructure life cycle assessment, business case evaluations, capital planning, and maintenance management are preferred.

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. 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