

January 8, 2019

TITLE: Senior Project Manager (Capital Projects)
EMPLOYMENT TYPE: Exempt
DIVISION: Rail
APPLICATION DEADLINE: 4:30 PM on Friday, January 25, 2019
PAY RANGE: \$2,117 - \$3,176 per week (\$110,089 \$165,134 estimated annual)
WORK LOCATION: 1250 San Carlos Avenue, San Carlos, California
WORK SCHEDULE: Full Time

Job Summary: The Senior Project Manager reports to the Director, Capital Program Delivery, and is responsible for the overall management of scope, schedule and budget for capital funded civil design and construction projects for the San Mateo County Transit District (SamTrans) and the Peninsula Corridor Joint Powers Board (Caltrain).

Examples of Essential Functions:

- * Manage projects through design, procurement and construction to achieve the project objectives.
- * Manage projects through the entire project life cycle, from planning, design, award, construction, turnover and closeout.
- * Prepare work directives to engage design consultants and oversee design work.
- * Manage consultant and in-house staff in formal design reviews of bridges, track and structures projects.
- * Manage coordination and communications with all involved parties, including internal and external stakeholders, other agency departments, senior management, consultants and contractors. Collaborate with key stakeholders and builds consensus. Responds to others and seeks to understand by asking good questions and actively listening.
- * Investigate, negotiate and resolve project issues. Identify root cause of issues. Determine and present appropriate solutions.
- * Coordinate with the Resident Engineer and Construction Management Staff during construction.
- * 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:

- Oversight and management of scope, schedule, budget and quality of assigned capital projects from initiation to closeout. Grade Separation Projects will involve design and construction in the areas of bridges, track and structures.
- Review cost estimates, monitor project schedules and budgets, monitor work in progress, approve, negotiate and execute contract changes. Review and authorize consultant invoices and contractor progress payments.
- Present project status at regular review meetings.
- Attend and participate in professional group meetings and stay abreast of project management best practices and trends and innovations in engineering and construction.
- Responsible for handover of completed project to systems integration and operations staff.
- 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 follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

Supervision: Works under the general supervision of the Director, Capital Project, who establishes goals and objectives, 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 civil engineering or related field,
- Five years of professional project management experience in rail transportation or construction.
- Two years of personnel management experience.

Other Requirement:

- California Professional Engineer's License is required for this position.
- Must possess strong written and verbal communication and presentation skills.
- Must possess a California driver's license with a safe driving record.

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

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. 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.

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