



# JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

September 16, 2022

**TITLE:** Assistant Manager, Systems Communication & Maintenance  
**EMPLOYMENT TYPE:** Exempt (Full-Time)  
**DIVISION:** Rail (Operations)  
**APPLICATION DEADLINE:** Friday, October 7, 2022  
**PAY RANGE:** \$2,117-\$3,175 per week (\$110,089- \$165,134 estimated annual)  
**WORK LOCATION:** San Carlos, California

**JOB SUMMARY:** The Assistant Manager, Rail Systems Communications & Maintenance reports to Manager, Stations and Communication and assist with monitoring and maintaining current Caltrain communication systems in service. This position will also serve as the primary, field point-of-contact to both respond to and facilitate resolution of identified deficiencies to ensure continued operation of Caltrain communication systems.

Caltrain communication (comm) systems include but are not limited to train dispatch systems, variable message signs (VMS), predictive arrival and departure systems (PADS), public address systems (PA), Positive Train Control (PTC), Electrification, and all associated Supervisory Control & Data Acquisition (SCADA) systems.

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- The incumbent is responsible for planning, assigning, monitoring, and evaluating the work of contractors and subcontractors within the Rail Division involved in repair and improvements to Caltrain communication systems.
- Ensure compliance with federal and local codes, local permits, conditions, engineering plans and specifications; and ensure all Caltrain Standards are met.
- Review responses to inquiries, complaints, and claims; impart information regarding codes, permits, ordinances and regulations; resolve issues and take corrective action, pertaining to Caltrain comm systems.
- Initiate, evaluate, develop, implement, and maintain all communication standards; review policies, procedures and forms related to comm systems inspections.
- May 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:**

- Assist in defining and determining contractor resource levels for communication systems maintenance and operations
- Assist the Manager of Stations and Communication Maintenance in revising comm maintenance programs, objectives, and goals
- Requires the ability to drive a vehicle to inspection sites and meetings as necessary.
- Oversee special projects as assigned
- 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 Deputy Director, Project Controls, who provides policy guidance, 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 of Science degree in Systems Engineering, Civil Engineering, Industrial Engineering or Electrical Engineering
- Four (4) years of professional work experience with communication systems
- Two years of supervisory or management experience
- Possession of a valid California Class C driver's license. A California license must be obtained prior to appointment and must continue to maintain a satisfactory driving record.

**PREFERRED QUALIFICATIONS:**

- Significant experience in systems communication and maintenance experience in a large and/or complex organization governed by local, state, or federal laws.
- Knowledge of policies, municipal codes and regulations relating to construction on public facilities.
- Ability to communicate effectively both written and orally with internal staff, vendors, consultants, and contractors.
- Experience in computer proficiency in Microsoft Office Suite.
- Professional experience working on public facilities.

**SELECTION PROCESS MAY INCLUDE:** The process will include a panel interview and may include written and skills test assessments or supplemental questions. 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.

## **EMPLOYEE BENEFITS:**

For further benefit details please visit: <https://www.caltrain.com/about-caltrain/jobs>

Holidays	: Seven (7) paid holidays, plus up to four (4) floating holidays per year
Paid Time Off	: Up to 26 (PTO) days per year
Cafeteria Plans	: Medical, dental, vision care, group life insurance, and more
Transportation	: Free transportation on Caltrain for employees. Free bus transportation for employees and qualified dependents
Retirement	: Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none"><li>• Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation</li><li>• New Members – 2% @ 62 benefit formula, 3 year average of highest compensation</li></ul>

## **HOW TO APPLY:**

- To apply, please visit the <https://www.caltrain.com/about-caltrain/jobs>. Complete an online employment application by **11:59 p.m. Friday, October 7, 2022**. A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- 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 contact the Human Resources Department at (650) 508-6308 or email written request to [hr@samtrans.com](mailto:hr@samtrans.com).
- Caltrain celebrates diversity and is committed to creating an inclusive and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.