



# JOB OPENING ANNOUNCEMENT

Apply On-line at <https://www.caltrain.com/about-caltrain/jobs>

Employment Hotline (650) 508-6308

December 16, 2022

**TITLE:** Rail Quality Assurance Manager, Engineering  
**EMPLOYMENT TYPE:** Exempt (Full-Time)  
**DIVISION:** Rail Development  
**APPLICATION DEADLINE:** **Sunday, January 8, 2023**  
**PAY RANGE:** \$2342-\$3513 per week (\$121,792-\$182,688 estimated annual)  
**WORK LOCATION:** San Carlos, California

**JOB SUMMARY:** The Quality Assurance Manager/Engineer, reports to the Deputy Director, Quality Assurance/Quality Control and is responsible for overseeing the Rail Division Quality Assurance/Quality Control Management Plan and program for Caltrain.

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Perform audits for contract/standards compliance (including contract operator)
- Perform internal audits for staff compliance
- Oversee Non-conformance Reports
- Update and improve quality specification standards
- Responsible for developing project special provisions for quality elements
- Train Agency personnel on Quality principles as defined by FTA Quality Guidelines
- Update Caltrain Quality Management Plan as required
- May supervise Capital Projects QA Engineers

## **EXAMPLES OF DUTIES:**

- Monitor and review Inspector Daily reports of construction projects
- Initiate and bring to closure Non-conformance Reports
- Facilitate:
  - Root-cause analyses for non-conformance to contract or procedures
  - Process development with discipline experts
  - Process improvements with discipline experts
  - Quality improvement working groups
- Prepare audits by reviewing contract and procedures to develop checklists
- Review contracts and procedures for project compliance
- Generate daily activity report
- Facilitate and track non-conformances to resolution
- Generate audit reports and process improvements documentation
- 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 required

**SUPERVISION:** Works under the general supervision of the Deputy Director, Quality Assurance/Quality Control, 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's degree in Engineering or equivalent
- Five (5) years of Quality Management experience in design and/or construction of transportation capital projects
- Two (2) years' experience supervising staff and/or consultants

**PREFERRED QUALIFICATIONS:**

- Experience with ISO 9001 or FTA Quality Guidelines
- Quality Assurance experience in transportation capital projects
- ASQ certification
- Experience in Electrified Heavy Rail highly desirable

**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	: Twenty-six (26) days (PTO) 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., Sunday, January 8, 2023**. 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.