



JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

April 14, 2023

TITLE: Manager, Railroad Stations & Communications Maintenance
EMPLOYMENT TYPE: Exempt
DIVISION: Rail Operations & Maintenance
APPLICATION DEADLINE: Sunday, May 7, 2023
PAY RANGE: \$2342 - \$3513 weekly (\$121,792- \$182,688 estimated annual)
WORK LOCATION: Menlo Park, CA

JOB SUMMARY: The Manager, Railroad Stations and Communications Maintenance reports to the Director of Rail Maintenance and is responsible for the on-going operation, maintenance, and state of good repair for station facilities and communication systems for the Peninsula Corridor Joint Powers Board (Caltrain).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Oversee the development, planning and execution of maintenance programs for Caltrain station facilities and station communication systems.
- Direct, review, and ensure Caltrain station communication systems and facilities installations and upgrades are in compliance with Caltrain and industry standards.
- Develop and administer changes in contract operator standards, procedures, staffing, and equipment to ensure the maximum efficiency of station communication systems and station facilities function in the safest possible work environment.
- Liaison between internal and external stakeholders in the development and negotiation of Caltrain station communication systems and station facilities maintenance program.
- Manage the administration of the rail operating contractor's Stations and Communications groups.
- Oversee the Caltrain bike locker and other bike facility programs, which include maintenance of lockers, planning of new bike facility installations, and the processing of bike program applications and accounts.
- 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.

EXAMPLE OF DUTIES:

- Represent Caltrain in the development and negotiation of rail operating contractor station facilities annual State-of-Good-Repair (SOGR) maintenance plans to ensure rail operating contractor complies with Caltrain and industry standards.
- Review third party proposal for uses of station property. Evaluate impacts on the operation of the commuter rail system.
- Provide customer service, respond to customer comments, and resolve customer issues with respect to station facilities and station communication systems.
- Monitor industry trends in station communications and facilities operations to ensure best industry practices are utilized in the operation of JPB rail stations and facilities.
- Work with engineering staff, coordinate annual and long-range station and service building capital improvement programs.
- Represent Operations Department interests in the station development, design, and implementation process for new and redeveloped stations, and station communication systems with a primary focus on passenger and employee safety, ease of access, and operational efficiency.
- Work with engineering staff to coordinate annual and long-range station communication systems and capital improvement programs.
- Take on-call duty periodically and assist during rail interruptions and emergencies.
- Direct the Station Ambassador Program.

San Mateo County Transit District, 1250 San Carlos Ave., San Carlos, CA 94070-1306

- 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 assigned.

SUPERVISION: Works under the general supervision of the Director of Maintenance who establishes goals and objectives and evaluates performance.

MINIMUM QUALIFICATIONS: Sufficient experience, training and/or education to demonstrate the knowledge and ability to successfully perform the essential functions of the position. In lieu of a degree, work-related experience that demonstrates the skills and experience necessary to perform this role will be accepted. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in engineering, Business Administration, or related field.
- Five (5) years engineering or facilities management experience or related.
- Two (2) years project management or supervisory experience.

PREFERRED QUALIFICATIONS:

- Possessed knowledge of Communication Systems, Plumbing, Mechanical, HVAC, and Electrical/Civil infrastructure and design is desirable.
- Demonstrated CAD experience.
- Willingness to take on-call duty periodically and assist during rail interruptions and emergencies.
- Proficiency with Microsoft Office Suite.
- Effective oral and written communication skills.

SELECTION PROCESS:

The process may include written and skills test assessments or supplemental questions and will require a panel interview. 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.

CURRENT EMPLOYMENT BENEFITS:

For further Benefits details please go to: <https://www.caltrain.com/about-caltrain/jobs/employee-benefits>

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Paid Time Off:	Up to 26 days per year
Cafeteria Plan:	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) <ul style="list-style-type: none"> ○ 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:

- To apply, please visit the <https://www.caltrain.com/about-caltrain/jobs>. Complete an online employment application and supplemental questionnaire by 11:59 pm on **Sunday, May 7, 2023**. A resume will not be accepted in lieu of the application and supplemental questionnaire (If required). Incomplete application 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 accommodation, please contact the Human Resources Department at (650) 508-6308.
- SamTrans 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.