



JOB OPENING ANNOUNCEMENT

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

Employment Hotline (650) 508-6308

March 1, 2024

TITLE: Manager, Construction Services
EMPLOYMENT TYPE: Exempt
DIVISION: Rail Development
APPLICATION DEADLINE: **Sunday, March 24, 2024**
PAY RANGE: \$2,591 - \$3,886 weekly (\$134,739 - \$202,108 Estimated Annual)
WORK LOCATION: San Carlos, CA

JOB SUMMARY: This position is responsible for the overall management of the complex construction program associated with Peninsula Corridor Joint Powers Board Caltrain projects. The work schedule regularly requires weekend and night schedules so applicant must be able to work flexible hours that include nights and weekends.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Manage all rail construction activities and is point responsibility for construction delivery.
- Represent construction management interests to internal and external customers, including the attendance of various standing agency management meetings and assigned public meetings.
- Direct the construction management team including agency staff and consultant contracts.
- Resolve project construction and delivery issues. Perform technical and quality assurance reviews of project construction submittals produced by others. Analyze and recommend improvements to the existing project delivery system during the course of performing project management activities.
- Manage project specific data, including cost control, oversight of cost estimate development, cash flow planning and cost and schedule forecasting. Report project status, progress, schedule, budget, cost estimate, forecasting, key issues etc. to JPB senior development management team in electronic format on a regular basis.
- Manage project scope and schedule through implementation of change control procedures. Utilize existing document control systems to maintain project records.
- Review and provide input to project design submissions for constructability and operational impact.
- Develop and manage field Work Directive process.

EXAMPLE OF DUTIES:

- Interface with various divisions, including planning, capital program support, engineering support, program management, contracts, finance, operations, and communications.
- Provide professional advice to senior management on successful implementation of key initiatives.
- Work program regularly requires night and weekend schedule.
- 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, Construction Services 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 or construction management
- Five (5) years of progressively responsible full-time experience in the area of construction management.
- Three (3) years of management experience in the area of construction management.

PREFERRED QUALIFICATIONS

- Experience in railroad infrastructure projects.
- Professional Engineer license in the state of California and or membership of the appropriate AREMA committee is highly desirable.

SELECTION PROCESS:

The process may include a 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 Caltrain Transportation for all employees. Free Bus Transportation for all 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, March 24, 2024**. 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.
- 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.