



### **DIRECTOR OF CAPITAL PROGRAMS**

STATUS: Exempt

SALARY: \$182,735 - \$259,710 per year  
(\$87.85 - \$124.86 per hour)

### **SUMMARY**

Under general direction from the Executive Director, the Director of Capital Programs (Director) is responsible for highly complex capital projects in the areas of commuter and intercity rail related to the San Joaquin and ACE Rail Corridors. Projects include, but are not limited to, tracks and signals, platforms, stations, layover facilities, maintenance facilities and grade separations. The position entails large budget responsibilities and requires critical oversight of staff, consultants, contractors, government agencies, third parties, host railroads, vendors, and suppliers.

The Director has executive oversight over the Department that includes the overall capital project activities from grant applications and programming through environmental clearance and into final construction and acceptance. The Director works closely with state and local partners and represents San Joaquin Regional Rail Commission (SJRRC) and San Joaquin Joint Powers Authority (SJJPA) at public events, meetings and with board members. The Director provides technical and administrative guidance within the department, as well as mentoring, training, and creation of professional development opportunities for staff.

The Director is a strong communicator with the ability to motivate staff, work collaboratively with other Directors in advising the Executive Director, engage the Boards and community stakeholders, and negotiate agreements for successful project implementation.

Key attributes include the ability to lead, manage, and work with diverse groups of people and the ability to plan, organize, and establish priorities and assign resources. These executive skills are complemented by the knowledge of passenger rail industry and/or public facilities construction concepts, terminology, principles, and analytical techniques, as well as a track record of establishing effective partnerships with numerous stakeholders.



### REPRESENTATIVE DUTIES

*This list is intended to indicate the general nature and level of work performed by employees within this classification and is not designed to be interpreted as an exhaustive listing of all tasks required of employees assigned to this position.*

#### REPRESENTATIVE DUTIES IN ALL ASSIGNMENTS:

1. Administers and monitors the Capital Projects Program to ensure successful funding, programming, environmental clearance and completion of highly complex engineering and construction projects within time and cost parameters.
2. Organizes all day-to-day activities of the Capital Project Planning, Programming, and project implementation staff.
3. Directs and monitors the work of consultants, contractors and other third parties associated with all phases of Capital Projects.
4. Develops/maintains strong relationships with railroads, stakeholders and other government agencies and negotiates agreements/amendments to advance the capital projects.
5. Seeks and incorporates input from other agency departments on capital projects to ensure long-term maintainability and address safety and security goals.
6. Prepares all Capital Improvement Programs, Plans and Budgets for annual Board approval.
7. Maintains timely and accurate reporting to Executive Director related to project milestones, schedules, budgets and contingency plans.
8. Ensures all capital project activities maintain compliance with federal, regional, state and local requirements.
9. Proactively mitigates claims and conflicts during the course of Right-of-way (ROW) acquisition and construction.
10. Represents the agency in a variety of official settings related to funding requests and advocacy for projects, including presentation and written reports.
11. Collaborates with the Executive Team in shaping and implementing the agency vision for the rail programs and the organization and serves as a key player in implementing Board and Administrative policies.



12. Continually trains and mentors staff to build department capabilities. Sets employee performance goals and monitors progress, rewards performance and suggests improvements where needed. Handles all department disciplinary, corrective or merit actions in a timely manner.
13. Performs other duties as assigned or required.

### QUALIFICATION GUIDE

#### Knowledge of:

- Principles, procedures, and techniques for managing complex capital programs and projects with large budgets, high visibility and many stakeholders
- Applicable Federal, State, and local laws, ordinances or codes as they relate to public works and capital project implementation
- State and Federal laws and legislative processes related to transportation planning, programming, and funding of transit projects
- Local and regional agency applicable planning laws, zoning regulations, and planning processes (including Regional Transportation Plans and Federal Transportation Improvement Programs)
- National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) requirements and regulations
- Annual and project budget preparation and job cost accounting
- Legal and practical aspects of project design, bidding, management, claims handling and close-out of construction contract.
- Contract negotiation, compliance monitoring and administration
- Grant development and management processes
- Transit Asset Management best practices
- Passenger rail service, freight rail operations and intermodal station area development



### Ability to:

- Coordinate multiple, large and small projects simultaneously to timely completion under tight timelines and budgets
- Develop and maintain complex program/project files, records, and databases
- Carry out technical tasks and ensure accurate documents (strong technical abilities and attention to detail is a requirement)
- Review and understand planning documents, environmental documents, engineering plans, specifications and technical reports
- Communicate clearly, properly, and effectively to various and diverse audiences both orally and in writing, including state and federal agencies
- Establish and maintain cooperative working relationships at all levels, both internally and externally
- Make informed, collaborative, and appropriate decisions on behalf of the department and agency
- Creatively position the agency in new and innovative partnerships
- Work toward goals and objectives
- Work independently with minimal supervision, but communicate status of program regularly to other departments and Executive Director
- Build and cultivate a teamwork atmosphere and mentor staff
- Adapt to change with positivity and help lead the agency through changes
- Use computer programs such as Microsoft Office Suite. Familiarity with Adobe Design Suite a plus.



### EDUCATION AND EXPERIENCE

Any combination of education, training and experience providing the knowledge and skills which demonstrate the ability to perform the duties of the position may be considered. Sample combination includes:

#### Education:

- Graduation from a four-year college or university with a major in civil engineering, urban or regional planning, engineering, geography, sociology, public administration, economics, political science or related field.

#### Experience:

- 10 years directly relevant experience in public or private rail or transportation agency demonstrating increasing levels of responsibility and system which includes management in large rail related projects, capital project management and expansions, and preferably 5 years of supervisory experience.

### WORKING CONDITIONS/PHYSICAL REQUIREMENTS

*(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job.)*

*Positions in this class typically require:*

- Work may be performed in a stressful, fast-paced office environment, depending upon assignment.
- Ability to understand verbal communication and to respond effectively.
- Reaching, grasping, feeling, talking, hearing, seeing, frequent lifting of 5-30 pounds and occasionally 30-70 pounds, and repetitive motions.
- Walking, standing and/or sitting for long periods of time.
- May be exposed to dust and/or various outdoor environmental conditions.



*Positions in this class may also include these factors:*

- Hazardous physical conditions.
- Intense noise.
- Travel.

<b>OTHER REQUIREMENTS</b>
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- Must possess and maintain a valid Driver's License.
- Frequent driving within the ACE and San Joaquin Corridors.

*San Joaquin Regional Rail Commission (SJRRRC) has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.*

*SJRRRC is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.*

## **Additional Employment Information**

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### **GENERAL BENEFITS PACKAGE**

- Choice of PPO or HMO plans. 100% employee coverage, 70% dependent coverage
- Vision, dental and life insurance programs
- Agency contribution equivalent of 15% of employee's base salary to a defined contribution plan (401(a)); five-year vesting program
- Sick leave accrued at 12 days per year
- Vacation leave accrued starting at 10 days per year
- 10 observed holidays
- Floating holidays accrued at four days per year
- Optional deferred compensation program (457)

### **MIDDLE MANAGER BENEFITS PACKAGE**

- Agency contribution equivalent of 1% of employee's base salary to a defined contribution plan (457)
- 40 Hours of Administrative Leave/Year

### **DIRECTOR BENEFITS PACKAGE**

- Agency contribution equivalent of 2% of employee's base salary to a defined contribution plan (457)
- 80 Hours of Administrative Leave/Year

## Additional Employment Information

### SELECTION PROCESS

SJRRC seeks to employ persons whose backgrounds and abilities enhance the diversity of the demographics of the community it serves. The selection process is based on merit, and shall extend to all candidates a fair, impartial examination of qualifications based on job-related criteria.

Applicants best matching the requirements of the position will be invited to take an assessment, if applicable, and initial interview. Applicants successful in the assessment and initial interview may be asked to return for additional interviews as warranted. Candidate will be required to successfully complete a drug and alcohol test, background report and physical examination prior to appointment.

### TO APPLY

Interested applicants must submit both a resume and SJRRC application for employment by email to [hr@acerail.com](mailto:hr@acerail.com), or mail to:

San Joaquin Regional Rail Commission  
Attn: Human Resources  
949 East Channel Street  
Stockton, CA 95202

Applications can be downloaded from the SJRRC website at [www.sjrcc.com](http://www.sjrcc.com) or picked up at the above address. SJRRC is an Equal Employment Opportunity Employer.

For more information about SJRRC, please visit [www.sjrcc.com](http://www.sjrcc.com).

For more information about ACE, please visit [www.acerail.com](http://www.acerail.com).

For more information about SJJPA, please visit [www.sjjpa.com](http://www.sjjpa.com).