

JOB DESCRIPTION

Job Title: Chief Program Delivery

FLSA Status: Exempt

Salary Grade: 15

PURPOSE OF POSITION

The Chief, Program Delivery, will lead engineering and related project controls staff by providing direction and leadership to the staff and contractors who are responsible for the SCRRA Engineering & Construction, Capital Programs including Third-Party Projects, Rehabilitation Program, Project Management, and Business Operations functions. This position will be responsible for overseeing Metrolink's 25-Year Rehabilitation Plan (MRP) and the Southern California Optimized Rail Expansion (SCORE) program.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series

SUPERVISION EXERCISED AND RECEIVED

- Receives oversight from the Chief Executive Officer
- Responsible for managing and monitoring work performance of a division or department

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.

- Lead the operations and activities of SCRRA Engineering & Construction, Metrolink's Rehabilitation Program (MRP), Capital Programs including Third-Party projects and SCORE, Project Management, and Business Operations.
- Direct the Authority's infrastructure design, engineering, construction, and large rehabilitation functions. Plan future direction for the work units assigned to this position.
- Coordinate infrastructure project design, delivery, and maintenance with the appropriate teams and departments, including the Chief Operations Officer and Chief, Safety, Security & Compliance Officer.
- Participate in review, analysis and implementation of project design and construction budgets, schedules and costs to ensure conformance with authorized scope, cost and schedule requirements.
- Ensure implementation of SCRRA Program including development and review of policy, procedure and plans regarding the cost and schedule management activities for Capital and Rehabilitation projects.
- Participate in Agency-wide efforts to prepare and implement a Program Management Improvement Plan.
- Establish and monitor policies and procedures for developing and delivering capital projects within a California Public Works contracting environment utilizing federal, state and local grant funds.
- Participate in the preparation and administration of assigned program budget; review and approve the budgets developed by managers from the functional areas and allocate financial resources.
- Ensure accuracy and quality of project cost and schedule baseline plans as well as updates to current cost and schedule plans.
- Oversee and manage work of staff/consultants to include cost forecasting, status reporting, schedule updates, risk analysis, and quality assurance.



- Ensure accuracy and consistency of schedule and cost reports and compliance with state, federal requirements and regulations.
- Collaborate with SCRRA executive team on the activities throughout the SCRRA, lead the development of the MRP and SCORE program, and allocate resources accordingly.
- Review and make recommendations to the CEO on the impact of various changes to the commuter rail service.
- Work closely with the Executive Leadership team as part of a strong leadership team working on behalf of the Chief Executive Officer.
- Act as the CEO's liaison to staff and the Board of Directors for preparation and reviews of all Board Agenda items related to the reporting departments.
- Represent SCRRA to external audiences and stakeholders.
- Participate in various cross-functional teams and task force committees to address the overall SCRRA organizational strategies and goals.
- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in Business Administration, Public Administration, Business Development, or related field, highly preferred.
- A minimum of (10) years of work experience supervising, directing, and leading management-level staff.
- A minimum of (5) years of work experience in project management in a senior leadership position.
- A combination of training, with a minimum of an Associate Degree and/or experience that provides the required knowledge, skills, and abilities may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of the required experience.
- A valid class C Driver's License with a satisfactory driving record of no more than two moving violations and no DUIs within the last three years.

Preferred Qualifications

- Professional Engineer's license (PE)
- Project Management Professional Certification (PMP)

Knowledge, Skills, and Abilities

Knowledge of:

- Federal Railroad Administration regulations
- Strategic planning
- Industry issues, practices and procedures
- Department interdependencies

Skilled in:

- Analysis and measurement
- Value orientation and reinforcement
- Strong and effective leadership, communication, time management and organization



- Conflict resolution
- Team building
- Use of Microsoft Office

Ability to:

- Demonstrate experience creating both vision and mission and providing leadership to others;
- Understand detailed related railroad construction designs, costs and schedules
- Review cost and scheduling projections and studies, analyze cost and schedule problems and their impacts on the SCRRA
- Review and monitor the delivery of services under those regulations
- Build team cohesiveness by establishing, communicating and reinforcing shared values and norms
- Make formal presentations to large and small groups, the Board, and the public
- Provide clear direction and policies
- Create a work environment to encourage excellence, to reward performance, and to embrace change

PHYSICAL REQUIREMENTS

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position, such as computers, office equipment, and work-related machinery
- Transport equipment or boxes up to 25 lbs
- Exchange ideas by means of communication
- Visual acuity to detect, identify and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch or crawl within assigned working conditions and or locations

Working Conditions

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)

Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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