

JOB DESCRIPTION

Job Title: Manager II (Various)
Working Title: Manager II, Project Controls
FLSA Status: Exempt
Salary Grade: 10

PURPOSE OF POSITION

The Manager II, Project Controls, will oversee certain functions associated with the department and will maintain and improve project management practices in an assigned area to ensure project objectives are met. The position will lead cross-functional efforts to maintain and improve project management practices at the consultant and staff level to mitigate risks associated with the execution of the Capital & Rehabilitation Program.

DISTINGUISHING CHARACTERISTICS

This is the senior level of the Manager series. At this level, incumbents typically independently represent the organization; serve as a subject matter expert who possesses highly specialized knowledge, skills, abilities, and experience; are responsible for a specialty program area that has a major impact on the organization.

SUPERVISION EXERCISED AND RECEIVED

- Receives oversight from departmental management.
- First-line supervisory responsibility.

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.

- Manage departmental services and activities.
- Develop strong business relationships with internal teams, SCRRA leadership, and various stakeholders.
- Establish and implement standard project management best practices to help reduce costs and improve the timeliness of project delivery.
- Develop cost estimates or schedules from the planning conceptual level to the final design and construction.
- Manage the development, maintenance, and monthly/quarterly progress update schedules for the Agency's capital and rehab projects.
- Develop basis of estimate/schedule documentation which incorporates assumptions and scope of work for project-specific estimates or schedules.
- Demonstrate working knowledge of contract administration related to construction projects in a public agency environment, specifically transit operators
- Support the development of an estimating database that includes costs for labor, materials, and equipment used for design and construction.
- Analysis of cost breakdowns and price schedules submitted by contractors.
- Develop and implement earned value systems that accurately measure project work progress and performance
- Collaborate with project managers to ensure that all project risks are identified, and all outstanding issues



are trended, current and communicated.

- Knowledge of public sector funding systems and managing grants and funding sources assigned to projects and contracts.
- Demonstrate working knowledge of state and federal grant and contract regulations and requirements by public agencies, specifically transit operators.
- Assist in development of robust risk analysis and management of risks across multiple projects and programs.
- Lead cross-functional efforts to prepare, maintain, and improve quarterly project expenditure forecasts.
- Manage monthly project progress reporting activities, including planning, development, and maintenance, to ensure early, accurate, and consistent reporting of project information.
- Serve as liaison on contract specifications such as scope, cost, and schedule information, and assist with contract evaluations.
- Assist in the development, planning, and implementation of an Agency Project Management Information System.
- Assist in the development, administration, and compliance of internal PMO Standard Operating Practices.
- 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 Engineering, Business Administration, Project Management or a related field.
- A minimum of six (6) years of work experience performing similar duties in a construction or project management field.
- Proficient with applicable systems, software, and tools used for estimating, scheduling or controls
- A combination of training, education, 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.

Preferred Qualifications

- Master's degree preferred.
- Active membership in AACE, PMI, or similar association.

Knowledge, Skills, and Abilities

Knowledge of:

- Project Management Information Systems
- Project management best practices, project delivery standards, processes and templates
- Enterprise Resource Planning (ERP) systems
- Develop and implement queries to extract data from ERP system

Skilled In:

- Microsoft Office Suite, especially Microsoft Excel
- Scheduling software, specifically Primavera P6 and Microsoft scheduling tools
- Data mining and analysis



Ability to:

- Establish and maintain relationships with vendors
- Work across cross-sectional teams
- Organize and efficiently manage time and materials
- Delegate responsibilities among members of a team
- Work independently and take initiative
- Think critically and creatively

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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