

JOB DESCRIPTION

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

PURPOSE OF POSITION

The Manager II, Project Management Office (PMO), serves as the Project Controls Manager, overseeing the development of cash flow forecasts, project status reporting, schedule management, and risk management across individual capital projects and the overall project portfolio. This position independently represents the organization and serves as a subject matter expert with specialized knowledge, skills, abilities, and experience in project controls. The incumbent is responsible for leading a specialty program area that has a significant impact on the organization's capital program and strategic objectives.

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.

- Responsible for managing all departmental services and activities.
- Plan, monitor, and evaluate the efficiency of processes and procedures for specific areas.
- Identify key personnel, develop growth opportunities, and develop strong business relationships with internal teams, SCRRA leadership and various stakeholders.
- Help develop project scope, goals and deliverables that support business goals in collaboration with senior management stakeholders.
- Establish and maintain Key Performance Indicators (KPI's), controls, and feedback systems to measure and monitor the overall health of projects and programs.
- Conduct research, formulate recommendations and prepare reports for presentations to management.
- Participate in hiring and training new employees.
- Collaborate with SCRRA departments
- Responsible for creating cash flow reports for capital projects
- Participate in regular meetings with project managers to develop and maintain project schedules in P6 or Oracle Primavera Cloud (OPC)
- Take the lead in coordinating with Grants and Finance to develop annual capital budgets



- Develop templates and reports to support risk identification, management and mitigation across capital projects and overall project portfolio.
- Utilize Project Management Information Systems (PMIS), including Unifier and OPC, to manage project data, track progress, and support capital project delivery.
- Participate in the preparation and administration of assigned program budget; submit budget recommendations; monitor expenditures.
- Prepare analytical and statistical reports on assigned project operations and activities
- Communicate regularly with other managers, executive leadership, and other designated contacts within the SCRRA.
- 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
- Experience working with Project Management Information System's such as Unifier and OPC

Knowledge, Skills, and Abilities

Knowledge of:

- Budgeting and accounting principles.
- Project Management principles and practices
- SCRRA policies and procedures
- Principles and practices of employee supervision and performance management

Skilled In:

- Use of Microsoft Office Suite.
- Strong and effective leadership, communication, team building, and time management.

Ability to:

- Keep multiple contracts on schedule, within budget and in compliance with contract specifications.
- Establish and maintain effective working relationships.

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.

Last Updated: July 2026

