

JOB DESCRIPTION

Job Title: Senior Manager, Project Management

FLSA Status: Exempt

Salary Grade: 11A

PURPOSE OF POSITION

The Senior Manager, Project Management, provides leadership and oversight for day-to-day management of the Project Management function. This position will lead a team of staff, consultants, and contractors in the successful delivery of this Program. The purpose of the program management function is to ensure that all capital, rehab, and third-party projects meet or exceed best business practices and requirements with regard to local, state, and federal guidelines, and regulations.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from director or executive level roles
- Responsible for supervising and monitoring performance for a regular group of employees 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.

- Provide policy direction to assigned departments charged with project budgets, finance, cost engineering, forecasting, risk assessments, scheduling, scope management, reporting, and information systems for a program of Capital, Rehabilitation, and Public Projects.
- Ensure implementation of SCRRRA policies, procedures, and plans regarding cost, schedule and scope management activities for Capital, Rehabilitation, and Public Projects.
- Develop a culture of disciplined project management to implement the methodologies, policies, and procedures required to standardize the project management process.
- 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.
- Identify and recommend creative solutions to cost and schedule for timely project execution.
- Ensure accuracy and quality of project cost and schedule baseline plans as well as updates to current cost and schedule plans.
- Provide a channel of communication of project status between Project Management and SCCRA Management, including issues and resolutions.
- Supervise the work of assigned staff. Delegate and review assignments and conducts performance evaluations.
- Prepare studies, research, and analysis of special ad-hoc reports.
- Develop integrated project management system including design, development, integration, testing deployment and maintenance.



- Create positive business relationships with internal and external customers to facilitate exchange of data on key growth issues.
- 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, Construction Management, or Business
- A minimum of ten (10) years of experience in program management, including cost/scheduling development, project control utilizing an automated project management system for large capital projects.
- Extensive knowledge of Project Control software with a minimum of five (5) years supervising and monitoring the work of subordinate staff or project managers, including monitoring and evaluating staff performance and providing feedback, coaching, training, and/or positive recognition.
- 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.
- Project Management Professional (PMP) Certification

Preferred Qualifications

- Master's degree in Business, Finance, Engineering or related field.
- PGMP, PFMP, CAPM, PMI-PBA, PMI-ACP, PMI-RMP, PMI-SP certifications

Knowledge, Skills, and Abilities

Knowledge of:

- Project Control software
- Federal, state, and local laws, rules and regulations related to the railroad construction business and grant funded programs
- Administrative principles and methods, including goal setting, project and budget development and implementation
- Theories, principles, and practices of project/program management methods, capital and operating budgets, scheduling, finance, configuration management, and information systems for major public works projects
- Principles and practices of employee supervision
- Procurement procedures and contract administration
- Audit principles and procedures

Skilled in:

- Team building, conflict resolution, identifying problems, and recommending solutions or alternative plans
- Verbal and written communication
- Organization and time management
- Writing and negotiation



Ability to:

- Analyze financial data, cost reports, cost estimates, read and understand prints and technical specifications relevant to infrastructure improvements, etc.
- Interact professionally and working cooperatively with employees, the public, outside consultants, contractors, member agencies, grantors, and personnel from regulatory agencies
- Set goals and objectives and establish and review costs and schedules
- Lead the efforts to support the requirements of various funding agencies and grantors including triennial audits, financial audits, periodic grants audits, site visits, documentation requests
- Direct the overall activities of major program management functions including how projects are initiated, authorized, scheduled, monitored, reported and closed
- Compile, analyze, and interpret complex data
- Design, develop and maintain an integrated project management system to provide comprehensive, accurate, and timely project reporting and analysis
- Identify project risks and recommend creative solutions/mitigations to cost and schedule related issues which arise during project execution

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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