



## **PROJECT CONTROLS MANAGER**

### **Position Overview**

The Transbay Joint Powers Authority (TJPA) has an exciting employment opportunity for an individual seeking significant responsibility as part of the team responsible for delivering Phase 2 of the Transbay Program, including the Downtown Rail Extension (DTX) project, a multi-billion-dollar regional integrated transportation system investment. The successful candidate for the Project Controls Manager will report to the Project Director and will work as a key team member responsible for completing the Transbay Program, the multi-billion-dollar transportation project known as the “Grand Central of the West.”

The Project Controls Manager will lead project control support services to successfully deliver DTX, working effectively with agencies as part of a multi-agency partnership to efficiently address and resolve design and construction-related matters, and ensure DTX delivery within the prescribed schedule and budget. The Project Controls Manager will also assist the Deputy Project Director - Engineering with cost and schedule management, budgeting, and agency coordination for DTX.

### **The Program**

TJPA oversees the Transbay Program - a multibillion-dollar investment to connect the Bay Area's and the State's transportation infrastructure. The Program is being developed in two phases in coordination with local, regional, and state strategic plans.

Phase 1 of the Program delivered the Salesforce Transit Center in downtown San Francisco, a 1,000,000-square-foot state-of-the-art facility that currently serves multiple local and regional bus transit operators from across the Bay Area. The transit center, which contains 100,000 square feet of retail space and a 5.4-acre rooftop park, among other amenities, was developed in tandem with San Francisco's Transit Center District Plan and Transbay Redevelopment Plan to create a high-density transit-oriented district in the area surrounding the transit center. The Transbay Program spurred the development of millions of square feet of office space, thousands of residential units, and several acres of open space, and now anchors a vibrant mixed-use neighborhood.

DTX will extend Caltrain commuter rail and future California high-speed rail from its current terminus 1.3 miles south of downtown San Francisco into the transit center, providing a critical interregional and statewide link for Peninsula commuters and eventually travelers on the State's future high-speed rail system. DTX is the link that will allow regional and statewide high-speed trains to travel between downtown San Francisco, Silicon Valley, Sacramento, Central Valley, and Southern California. It is essential to the State's strategic plan to build a coordinated statewide rail system that will improve mobility as California's population and economy expand.

The TJPA recognizes that DTX is a critical rail link in the Bay Area, Northern California megaregion, and state transportation system and that it will be most efficiently and effectively developed through a multi-agency partnership among local, regional, and state stakeholder agencies with expertise in developing, funding, and implementing major infrastructure projects.

Therefore, the TJPA entered the San Francisco Peninsula Rail Program Memorandum of Understanding (MOU) with DTX stakeholders: California High-Speed Rail Authority, City and County of San Francisco (Mayor's Office), Metropolitan Transportation Commission, Peninsula Corridor Joint Powers Board (Caltrain), and San Francisco County Transportation Authority to deliver DTX. Under this MOU, an Executive Steering Committee (ESC) consisting of executives of the partner agencies and the TJPA Executive Director has been instituted to support the efforts of the TJPA. The ESC is supported by an Integrated Program Management Team (IPMT), consisting of technical representatives from each of the partners with relevant experience in large complex projects, which is led by the Project Director.

### **Assigned Duties**

Under supervision of the Project Director, the successful candidate will manage and administer project controls for capital improvement design and construction of the DTX project for the TJPA; develop and administer project scope, budget, schedules, performance characteristics, financial plans, cash flows, reporting requirements, specifications development, and changes.

### **Responsibilities:**

- Supports the DTX project delivery team by reviewing, analyzing, monitoring, and reporting actual vs planned cost and schedule performance for a major, multiyear transit construction project
- Develops procedures for cost and schedule control, risk management, during final design, pre-construction, construction, and close out phases in compliance agency policies and funding partner requirements including the Federal Transit Administration (FTA) Capital Investment Grants Program
- Coordinates with program management/program controls consultant, design and construction management consulting teams
- Defines normal standards and workflows for document management as well as administers the collection, authorization, publication, storage, and retrieval of documents
- Interprets and explains established policies and procedures from funding agencies
- Prepares clear and concise reports
- Administers the document lifecycle (authors, approves, publishes, revises, retires, archives) engineering and construction documents and other business policies and procedures
- Manages document processes and systems to ensure control and availability of documentation to project personnel
- Provides training to project personnel regarding document control and/or project management system use and procedures
- Reviews new and revised documentation for suitability and conformance to TJPA and FTA standards
- Coordinates with Finance and Procurement for budgeting, cashflow analysis, reporting, procurement and auditing
- Performs and/or supports regular audits of document control processes and procedures
- Performs other duties as assigned

### **Preferred Qualifications**

- Bachelor's degree in Engineering, Architecture, Construction Management, Business Administration or a related field from an accredited college or university.

- A minimum of six years (6) of related professional experience
- In lieu of education, 15 years project controls and/or technical administrative support experience
- Demonstrated experience analyzing situations, identifying challenges and recommending solutions by applying sound judgment on large, complex, multiyear infrastructure projects, preferably those involving US Department of Transportation and other public funding

#### **Knowledge and Abilities:**

- Principles and practices of supporting large, multi-year complex construction projects
- Principles and practices of design and construction project management
- Principles and practices of contract administration
- Principles and practices of cost estimating, cost accounting, management and financial analysis, scheduling and configuration management
- Principles and practices of procurement
- Principles and practices of budget development and administration
- FTA grant regulatory procedures
- Principles of risk management and trend reporting
- Principles of supervision, training and performance evaluation
- Current office procedures, methods and equipment including computers
- Related Federal, State and local codes, laws and regulations

#### **To be successful as an employee of the TJPA you will also:**

- Have a passion for our mission
- Promote a safe, inclusive, and equitable workplace
- Display good judgment and critical thinking
- Have a high level of personal and professional integrity and trustworthiness
- Have a strong work ethic and committed in a fast-paced environment
- Promote a collaborative approach while providing effective leadership

#### **Compensation**

Salary is negotiable dependent upon qualifications and experience. A comprehensive benefits package includes medical, dental, vision, life insurance, CalPERS retirement plan, 12 days per year vacation, 10 holidays, 12 days per year sick leave, and up to 5 days per year administrative leave.

#### **Application Process**

Send a cover letter and resume via e-mail to Nila Gonzales, [ngonzales@tjpa.org](mailto:ngonzales@tjpa.org), or via mail to 425 Mission Street, Suite 250, San Francisco, CA 94105. The successful candidate will be required to pass a background and credit check.

#### **Equal Employment Opportunity**

The TJPA is an equal opportunity employer, and we value workplace diversity. We invite resumes from all interested parties, including minorities, women, veterans, and persons with disabilities.

More information about the TJPA can be found at [www.tjpa.org](http://www.tjpa.org)