

## **Scheduling Program Manager- Link Light Rail**

Sound Transit is currently looking for a Scheduling Program Manager to join our project controls division team! If you enjoy working on challenging projects, a fast pace environment, and great benefits, this is the place for you!

### ***Scope of Position:***

The Scheduling Program Manager (SPM) is responsible for the management of the overall program scheduling including supervision and coordination of all the activities and operations of the scheduling team and consultants within the Project Control Division. SPM ensures the development, control, and management of all capital project schedules are consistent with established standards, policies and procedures. The SPM participates in the development and implementation of goals, objectives, policies, and priorities within the Project Control Division, and recommend and administer policies and procedure relating to the scheduling program. The SPM monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommend, within Departmental and the Agency, appropriate systems, tools, and staffing levels. The SPM reports to the Senior Project Controls Division Manager and requires close coordination with engineering, construction management, procurement, and operations managers.

### **Specific responsibilities will include:**

- Development and implementation of planning and integrated cost and schedule tools, techniques, and methods for monitoring, measuring, controlling, and reporting design and construction progress and performance.
- Implementation and administration of tools and procedures required to effectively monitor design work, procurement, contracts, and construction activities; ensure the proper definition of scope, budget, and schedule to enable the measurement of scope, schedule, and budget performance at various levels during all project implementation phases; evaluate schedule and budget performance for the full range of activities; assist in the formulation and implementation of corrective actions.
- Development and implementation of baseline schedules; ensure the full integration of scope, schedule, costs, risk, and resources; control change to project and contract through formalized change control procedures for scope, schedule, and budget.
- Supervision the development and implementation of systems, policies, and procedures to provide an integrated set of tools for project and program related to scope, cost, and schedule.
- Explaining, justifying, and defending program, division, Department, and Agency policies, procedures, and activities relating to scheduling; negotiating and resolving sensitive and controversial issues.
- Planning, directing, coordinating, and reviewing the work plan for assigned staff; assign work activities, reviewing and evaluating work products, methods, and procedures; meeting with staff to identify, resolve problems, and correct deficiencies.
- Providing technical training and guidance to project staff on planning and scheduling topics.
- Actively participating in the development of capital project risk assessment, conduct construction risk analysis and risk mitigation, cost contingencies analysis using risk analysis and simulation tools.
- The SPM may be assigned to also lead a segment of the program, assuming responsibilities for controlling and reporting on scope, schedule, and budget performance.
- Performing other related duties as assigned by Senior Project Controls Division Manager.

## **QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.*

- Advanced knowledge of CPM scheduling techniques including proven experience using Primavera software to develop and manage CPM schedules.
- Senior professional and/or technical expert knowledge of business/industry principles and practices for the area of responsibility.
- Project controls principles and practices including principles of scheduling, contract administration, public procurement processes, cost estimating, and document control.
- Proven/Demonstrated experience in (Light Rail) infrastructure construction methodologies and resource/crew requirements required.
- Auditing requirements and process improvement methodologies.
- Advanced project management techniques, construction methodologies and principles, principles of quality assurance/quality control.
- Risk Analysis and Risk Management/Assessment practices.
- Principles and practices of governmental budget preparation and administration.
- Proven experience in supervision, training, and performance evaluation.
- Modern office procedures, methods and equipment including computers and supporting applications.
- Pertinent federal, state, and local laws, codes, and regulations.
- Effectively represent the Agency to outside individuals and agencies to accomplish the goals and objectives of the project.
- Work with community leaders and elected officials at all levels of government.
- Work effectively under pressure, meet deadlines, and adjust to changing priorities.
- Strong interpersonal skills required, demonstrating a consistent commitment and ability to work with diverse work groups and individuals.
- Excellent verbal and written communication skills

**Education and Experience** - A Bachelor's degree from an accredited college or university with major course work in engineering, construction management, or a field or discipline related to the assigned Program. Eight to Ten years experience in capital project CPM scheduling including at least 5 years of experience in major light rail and/or tunneling projects, and four years of management and supervisory responsibility. Experience in project control functions related to large capital projects is required.

**License or Certificate** - Possession of a PSP or CCE certification by AACEI or equivalent certification is required.

### **How to apply**

Expressions of interest should include a cover letter, resume and Sound Transit application. Please submit application, resume and cover letter in person, by mail or email:

The Central Puget Sound Regional Transit Authority - Sound Transit  
ATTN: Human Resources Division  
401 S. Jackson St  
Seattle, WA 98104  
<http://www.soundtransit.org/x162.xml>