

**SOUTH FLORIDA REGIONAL TRANSPORTATION AUTHORITY
POSITION DESCRIPTION**

Position Title: Project Manager – Maintenance-of-Way

Position Reports To: Manager of Engineering & Construction

General Purpose of the Position:

Position provides management, direction, and oversight of all aspects of maintenance-of-way activities on the South Florida Rail Corridor (SFRC). Responsible for the management and direction of various professional and maintenance services under contract to the SFRTA to provide inspection, testing, maintenance, reporting, and other related services.

Essential Duties and Responsibilities:

Manage and direct 3rd party contractor(s) performing maintenance or capital work on the SFRC.

Manage and direct various professionals under contract to the SFRTA to provide inspection, engineering, surveying, and other related services.

Interface and coordinate with other SFRTA departments, including Procurement, Operations, Planning & Capital Development, and Finance.

Interface and coordinate with external agencies, such as FDOT, state & local government agencies, and various municipalities.

Direct, coordinate, and review work plan for assigned track, signal, and structures/facilities maintenance contract services and activities; assign work activities and projects.

Monitor work flow; review and evaluate work products, methods, and procedures; meets with contractor to identify and resolve problems.

Develop and administer contracts and agreements; conducts contract negotiations with consultants and contractors on contracted services.

Determines preventative maintenance priorities and standards, ensures work complies with SFRTA standards and procedures.

Coordinates track, signal, structures/facilities maintenance activities and flagging services with outside agencies and organizations.

Participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.

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Essential Duties and Responsibilities - *continued*

Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of track, signal, and structures maintenance.

Assist in the attendance of any relevant local, state or federal technical transportation meetings.

Communicate with coworkers, management, staff, the general public, and others in a courteous and professional manner.

Conform with and abide by all federal and state regulations, policies, work procedures and instructions.

Respond promptly when returning telephone calls and replying to correspondence and faxes.

Act, dress, and behave in a professional manner to reflect a positive image of the SFRTA.

Knowledge, Skills and Abilities Required:

Knowledge of:

Operational characteristics, services and activities of a track/signal/structures maintenance, inspection and repair program.

Principles of Track, Signal, and Structures maintenance and construction.

Principles and practices of contract administration.

Principles of project scheduling and management.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Principles and procedures of record keeping.

Purchasing policies and procedures.

Occupational health and safety rules and regulations.

Related Federal, State, and local laws, codes, and regulations.

Skill in:

Overseeing and coordinating track, signal, and structures/facilities maintenance, inspection, and repair services.

Selecting, supervising, training, and evaluating consultant and contractor staff.

Knowledge, Skills and Abilities Required: - *continued*

Interpreting and explaining SFRTA's maintenance policies and procedures.

Maintaining records and logs.

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.

Evaluating and coordinating training programs.

Interpreting manuals, diagrams, and schematics.

Researching, analyzing and evaluating new service delivery methods and techniques.

Interpreting and applying Federal, State and local policies, laws and regulations.

Ability to:

Communicate clearly and concisely, both orally and in writing;

Analyze data and prepare reports;

Understand and carry out complex oral and written instructions;

Learn and adapt to new requirements;

Interact professionally and maintain effective working relationships with superiors, co-workers, government officials, and the public;

Work in a fast paced, automated environment with many interruptions;

Work long and unusual hours when necessary; and

Work efficiently in a stressful environment.

Computer Equipment and Software Requirements:

This position requires the ability to work with a personal computer in a Windows environment. Position requires the ability to utilize word processing, spreadsheet, presentation software, Adobe Acrobat, Outlook email, and scheduling software.

Possession of a bachelor degree in engineering, construction management, or other closely related field, plus a minimum of four (4) years of railroad maintenance, inspection, and repair experience, or any equivalent combination of relevant training and/or experience. Must have at least one (1) year of administrative and/or supervisory experience and experience using various computer applications to plan and monitor work activities.

Education and Experience Required:

Other Requirements:

Must possess a valid Florida driver's license and have a satisfactory driving record.

Must possess sufficient mobility to perform field inspections and investigations.

This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.