



Openings in Transit Systems

Company: **Washington Metropolitan Area Transit Authority**

Job Title: **Project Coordinator**

Location: **Washington, District of Columbia**

Job Status: **Full-time**

Salary: **Not Specified**

Job ID: **77430**

Website: **<http://www.wmata.com>**

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Location: Jackson Graham Headquarters Building

WMATA Reference: 160268

The Capital Program Management Office (CPMO) is seeking an individual with substantial hands-on experience managing the financial aspects of infrastructure projects. This person must be able to demonstrate proficiency with Microsoft Excel 2013's full range of functionality. CPMO's challenges demand a high level of technical skill to support creative problem-solving in a fast-paced environment. Our mission supports improving safety and reliability of the Metro system for our customers and employees. We are a small, diverse team of professionals who are dedicated to collaborative effort toward that end. If this sounds like a good fit for you, please take the next step and submit your application.

Job Summary/Duties:

This position is responsible for assisting the Program or Project Manager in the planning, implementation and completion of highly complex multi-discipline tasks related to managing the construction, rehabilitation, upgrade, or enhancement of the Authority's transit system. The incumbent supervises and performs a vast range of duties to include capital funding allocations, budgeting, planning, reporting, and expenditures approval for all contracts within the project. The incumbent acts as a liaison with both internal and external entities to ensure effective communication in the resolution of administrative and technical issues related to projects. The incumbent prepares project-related reports and supervises the maintenance of project records and files. The incumbent works under the general direction of the Manager in accordance with existing guidelines or administrative policies, but will be required to modify and develop procedures to meet new or unusual work situations. The incumbent receives guidance from the Manager who periodically reviews the work performed on the basis of informal daily contacts, conferences, and reports and who evaluates the employee's performance based upon observations of employee's effectiveness in meeting assigned objectives. This is professional administrative and technical nature of work.

- Reviews and advises the Manager on confidential and other sensitive matters for the Manager (e.g., Authority-wide confidential payroll records for managing project management costs, personnel recruitment, promotions, selections, transfers and releases, short and long term project staffing requirements and other personnel matters to include the investigation/resolution of all project employee Step 2 grievances; formulation, review, recommendation and coordination of management's collective bargaining proposals, justifications and cost/savings data); prepares reports as required.
- Supervises subordinate staff to include recommending applicant selection, disciplinary actions, resolution of grievances, assigning duties, directing work, conducting performance evaluations, approving leave requests and time sheets, and ensuring appropriate subordinate training is provided.
- Analyzes and prepares reports based on confidential information regarding Authority estimates for negotiating consultant contracts, appraisals for real estate acquisitions, and estimates for contracts, task orders, and change orders.

- Maintains cost controls for all project-related activities in strict adherence to the approved project budget. Participates in the development of the capital, operating reimbursable and operating budgets for the Manager.
- Reviews funding availability and approves funding of change orders, supplemental agreements, and work orders involving capital or operating reimbursable funds. Assists in the preparation of financial reprogramming documents. Recommends to Manager approval of capital payments to contractors, vendors, and consultants. Prepares invoices for submittal to Owners, Developers and Contractors (ODC's).
- Assists on a continual basis in the analyses and appraisals of the current status and forecasts of project activity vis-à-vis time, cost and quantity criteria to ensure completion of the project on-time and within budget.
- Assists on a continual basis in the overall program administration activities related to the planning, design, and construction / implementation phases of the project and provide reports as required.
- Prepares or requests Metro Electronic Action Documents, construction or implementation progress and status reports and other relevant data for projects.
- Utilizes PeopleSoft to create projects, prepare queries, enter and retrieve information, produce reports and conduct analyses as required. Prepares and edits documents utilizing the authority's standard software including Microsoft Word, Excel, PowerPoint and Access to complete assigned duties.
- Responsible and accountable for developing and submitting a realistic and reasonable project budget and for issuing appropriate progress reports as required to record the project's advancements or delays. The report shall include a register of completed tasks, all payments issued and any problems causing delays, redirection of focus or that impacts project delivery timeline or strategy. A progress report will be provided to OMBS as well as the program's front office (ELT member) as required.
- Responsible for cost allocation to appropriate projects and for the timely and accurate review and approval of applicable invoices.

The above duties and responsibilities are not intended to limit specific duties and responsibilities of any particular position. It is not intended to limit in any way the right of supervisors to assign, direct and control the work of employees under their supervision.

Minimum Qualifications:

Graduation from an accredited college or university with a Bachelor's Degree in Engineering, Construction Management, Business Administration, or a related field. Minimum of five (5) years of experience in construction or project management. Extensive knowledge of project control, construction, or transportation-related project administration.

Or, an equivalent combination of post high school education and a minimum of nine (9) years of experience in construction or project management. Extensive knowledge of project control, construction, or transportation-related project administration.

License:

Possession of a valid motor vehicle operator's permit issued from jurisdiction of residence.

Medical Group:

Ability to complete satisfactorily the medical examination for this position. Must be able to perform the essential functions of the job with or without reasonable accommodations.

Evaluation Criteria:

Consideration will be given to applicants whose resumes demonstrate the required education and experience. Applicants should include all relevant education and work experience.

Evaluation criteria may include one or more of the following:

- Personal Interview
- Skills Assessments
- Verification of education and experience
- Criminal Background Check
- Credit history report for positions with fiduciary responsibilities
- Successful completion of a medical examination including a drug and alcohol screening
- Review of a current Motor Vehicle Report

Closing:

Washington Metropolitan Area Transit Authority, a Federal contractor, is an Equal Opportunity / Affirmative Action employer. All qualified applicants receive consideration for employment without regard to race, color, creed, religion, national origin, sex, gender, gender identity, age, sexual orientation, genetic information, physical or mental disability, or status as a protected veteran, or any other status protected by applicable federal law, except where a bona fide occupational qualification exists. Our hiring process is designed to be accessible and free from discrimination.

This posting is an announcement of a vacant position under recruitment. It is not intended to replace the official job description. Job Descriptions are available upon confirmation of an interview.

Please apply *before* 05/25/2016

To apply for this position, visit WMATA's Career Center

When applying, mention you saw this opening listed at TransitTalent.com.

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