



Virginia Railway Express

JOB DESCRIPTION

TITLE: PROJECT MANAGER – DESIGN AND CONSTRUCTION
GRADE: AA [SALARY RANGE \$89,819.88 THRU \$149,101.01]
FLSA STATUS: PROFESSIONAL EXEMPTION (SALARIED)

GENERAL DESCRIPTION:

Engineering management position reporting to the Chief Engineer providing engineering and construction management leadership on VRE capital projects. Assists in development and review of design and engineering documents pertaining to railroad, railroad facilities and station construction projects. Functions as lead project manager for multiple projects simultaneously during the design and construction phases. Provides engineering and construction management inputs to projects during the planning and environmental compliance phases.

TYPICAL SCOPE OF DUTIES:

- Provides management and supervision of the engineering and construction elements of VRE capital projects. Coordinates project management responsibilities, reviews project progress, identifies deficiencies and opportunities, and recommends solutions.
- Functions as project manager leading the management, scheduling, coordination, monitoring and execution of various capital projects constructing new and/or improvements to railroad tracks, signals, bridges, tunnels, communications infrastructure, passenger stations, parking lots/structures, yards, and maintenance facilities.
- Promotes a safe and healthy work environment and monitors strict adherence to the safety rules promulgated by VRE and its host railroads.
- Monitors and reports activities performed by VRE staff, railroad force account employees, consultants and contractors including but not limited to planning studies, environmental assessments, design, engineering, and construction.
- Develops project scopes of services and engage in activities related to the procurement of contractors and consultants.
- Coordinates project design and construction activities directly with host railroads and local jurisdictions.
- Establishes procedures for and maintains documentation of project management plans, project controls, finances, progress reporting for assigned projects typically ranging in value from \$100,000 to \$50 million.
- Ensures adherence to budget, scope and schedule on multiple projects.

- Maintains awareness of and ensures project compliance with possible restrictions on project funding sources.
- Establishes and maintains quality control and assurance on assigned projects.
- Reviews and approves design drawings and specifications for construction projects and studies.
- Perform engineering analyses, feasibility studies, condition assessments, and simple environmental reviews.
- Other duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Must possess a Bachelor's Degree in Civil Engineering or related field (advanced degree a plus).
- Must possess a minimum of eight (8) years of design and/or construction experience, at least two of which were in a supervisory or project lead capacity.
- Must possess registration as a Professional Engineer (PE) from the Commonwealth of Virginia or be a registered PE in another state with the capability of acquiring Virginia registration within six months of hire;
- Experience with the design and/or construction of rail-related infrastructure projects highly desired.

SKILLS AND CAPABILITIES REQUIREMENTS:

- Ability to lead and manage consultants, contractors, and self-perform design and construction management of track and rail-related projects.
- Ability to perform effectively in industrial and heavy construction environments.
- Ability to conduct review and interpret project drawings, specifications, cost estimates and schedules.
- Ability to develop and manage project procurements, cost estimates, budgets, schedules, quality controls/assurances, progress reporting, and invoicing.
- Ability to effectively communicate verbally, through project correspondence, and technical reports using Microsoft Office Suite (MS Word, Excel, PowerPoint, and Project).
- Ability to perform independent engineering analyses, design work, environmental reviews, and technical report writing.
- Working familiarity with computer aided drafting and design (CADD) and project management software.
- Working familiarity with FTA, FRA, AREMA, and Host Railroad, DOT standards and applicable building codes.
- Awareness of current rail technologies and construction practices.
- Working familiarity with project controls software (i.e. eBuilder, E/A DOCS, ProjectWise) for management of project information and reporting.
- Exceptional analytical and problem-solving skills, and strong verbal, written and presentation communication skills.

ADDITIONAL REQUIREMENTS:

- Must possess a valid driver's license, current auto insurance, and maintain a safe driving record at all times during employment with VRE.
- Ability to work the flexible hours demanded by a transit operation environment.
- Physical Abilities: Ability to safely lift and move boxes, equipment and other items for short distances weighing approximately 40 lbs. Must be able to effectively use hands and fingers in manipulation of various pieces of office equipment.

*The statements in this job description are intended to describe the **general nature and level of work** being performed by incumbent(s) assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

VRE is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. VRE is committed to the principle of equal employment opportunities for all employees and to providing employees with a work environment free of discrimination and harassment.