

Senior Project Coordinator - Facilities

Pittsburgh Regional Transit is seeking a Senior Project Coordinator - Facilities to be responsible for managing engineering, environmental and construction activities related to Pittsburgh Regional Transit light rail transit system and busways including, facilities, buildings, subways, roadways, bus stations, light rail stations, park and rides, building systems and other related infrastructure. Ensures projects adhere to the scope, budget, and schedule as well as interfaces with Pittsburgh Regional Transit departments, consultants, contractors, community, and external stakeholder representatives. Ensure all phases of the project are performed in accordance with Quality Control and Quality Assurance procedures and achieve the needs of Pittsburgh Regional Transit's operation and maintenance functions.

Essential Functions:

Responsible to direct project activities necessary to implement the design, construction, and turnover of assigned capital projects within budget, scope and schedule in a quality manner. Directs project activities to ensure work is performed acceptably in areas, such as:

Ensuring Contract Documents meet intended needs of Pittsburgh Regional Transit and outside agency requirements and standards.

Constructability and cost-effectiveness.

Coordination of activities, including railroad, utility, real estate, environmental, community, municipal, governmental agencies, Pittsburgh Regional Transit operation and maintenance, training, and turnover.

Minimizing impacts to Pittsburgh Regional Transit operations and maintenance functions and maintain the safety of the public and Port Authority employees.

Timely completion of the work within budget and complying with contract requirements.

Compliance with applicable codes.

Site staging, mobilization, accessibility, and sequence of construction and safety.

Manages the services of design and construction management consultants for assigned projects. Performs design and construction management functions on assigned projects, including management of construction contractors, Pittsburgh Regional Transit and consultant on-site personnel and inspectors; review and approval of contract related documents including pending change notices, change orders, field orders, invoices, pay estimates, claims and acceptance and approval of completed work.

Job requirements include:

- Bachelor's Degree from an accredited school.
- Minimum of seven (7) years of progressive experience in design and/ or construction project management.
- Professional and effective communications skills.
- Valid PA driver's license.
- Demonstrated ability in the use of Windows.

Preferred attributes:

- Experience/education in construction and contract management.
- Certification as a Project Management Professional (PMP) or Certified Construction Manager (CCM) from nationally recognized registration entity.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (*with salary requirements*) and resume to:

Alex Kumnik
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EOE