

Title: Railroad Support Project Manager
Location: Remote
Salary: \$150k - \$156k
Hours: Full-Time

JOB DESCRIPTION:

The Rail Support Project Manager functions as a key member of the Rail and Operations Delivery (ROD) team responsible for the management of the Track and Systems and Rolling Stock procurement documents and managing procurement processes for other capital procurements for the Rail and Operations Delivery Branch, as needed. This position closely coordinates with and supports the Capital Contracts Procurement and Legal Departments as related to ROD contracts. Once the Contracts are awarded, this position assesses the contractor's performance, prepares assessments and recommendations related to the management of such contracts. This includes proactively identifying potential exposures to claims for the contractors and appropriate actions to mitigate such claims; preparing assessment of claims received for the contractor for both merit and quantum; and recommendations for disposition of such claims. The employee works in the Rail and Operations Delivery Branch, which is part of the client's Program Delivery Office.

RESPONSIBILITIES AND REQUIREMENTS

- Manages/provides directions and expert recommendation for procurement processes for ROD
- Prepares/reviews addenda, responses to PIs. RFIs, prepares proposer communications;
- Draft Board memoranda and supporting documents; and
- Support and assist proposer and industry meetings.
- Manages development of capital procurement documents for Rail Operations and Delivery ROD
- Create, update, and review documents for inclusion in capital procurements;
- Coordinate with functional areas necessary for development of capital procurement documents;
- Coordinate QA/QC of commercial procurement documents;
- Provides technical advice related to capital contracts and procurement documents; and
- Manages/provides direction and expert recommendation for the management/administration of Rail Operations and Delivery ROD contracts.

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- Preparation and management of large complex design-build contracts for passenger rail/high-speed rail.
- Proven experience with proactively identifying potential claims and preparing appropriate counter measures to avoid or mitigate such claims.
- Proven experience in assessing contractor claims in a performance-based design-build environment for both merit and quantum.
- Preparation of assessment reports and recommendations.

ABILITY TO:

- Develop appropriate contract and technical language that meets legal requirements as well as the project requirements of the functional areas.
- Strong Project management, organizational, and investigative skills; ability to simplify and explain complex concepts.
- Provide leadership, guidance, and training to team members.
- Successfully deliver of design and build contracts of complex rail systems.
- Review and drafting of contractual correspondence.
- Proven capability to assess contractors' claim for merit and quantum,
- Proven capability of working in a collaborative environment in an integrated matrix organization with a strong teamwork ethos.
- Strong drive with sound judgement.
- Coordinate closely with the client.
- Maintain good communication skills and working relationships with management, other divisions, districts, federal and state agencies, local agencies and private sector contractors, subcontractors and suppliers and their associations.
- Work collaboratively across rail & transit disciplines (Systems Engineering, Signals, Electrification Systems, Data Communications, and Project Controls), Project Managers, Systems Engineers, Signals Engineers, Analysts, and Coordinators.
- Proven ability to establish credibility and sphere of influence.
- Availability to occasionally travel to other local offices and job site locations.

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DESIRABLE QUALIFICATIONS

- Degree qualified and/or Membership of a relevant professional body (PE/MRICS)
- Significant and relevant experience within a similar role, with at least 15 year's overall experience in the design and delivery of complex rail systems.
- Experience in Major Program Environments, preferred.
- Multidiscipline capability.
- Good MS Office Skills, excellent communication skills, ability to work in a team environment with additional experience in one or more of: Civil Engineering Structures, Infrastructure, Rail.

ABOUT ZPro SOLUTIONS INC.

With offices in Florida (HQ), California, and New York, ZPro Solutions Inc. (ZPro) was founded in 2016. Certified as a DBE, MBE and SBE in various states and municipalities.

ZPro Solutions is a technology firm offering a full range of consulting services. We specialize in Business Transformation, Enterprise Asset Management, Data Management, Business Operations, Program Management, Project Management, Data Analytics, and Software Sales. Our highly trained and qualified team of consultants provide the skills and expertise to perform comprehensive analysis, using proven methodologies to develop strategies and plans to meet critical business needs. Our team combines expertise in enterprise asset management, projects management, data science and technology to transform industries and bring clients optimal solutions leading to desired outcomes and the greatest ROI.

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