

Company: Gateway Development Commission
Job Title: Senior Director, Project Controls
Location: New York/New Jersey
Date: January 17, 2025
Job ID: 5-020

Summary of Responsibilities

The Senior Director of Project Controls will be charged with leading a team responsible for developing, monitoring, and reporting on the overall status of the Gateway Development Commission (GDC) Hudson Tunnel Project (HTP) Program, including, but not limited to, schedule, cost, risk, document, and quality control, as well as change control and project controls functional areas. The Senior Director of Project Controls will play crucial role in supporting GDC HTP stakeholders in tracking overall program health; establishing and maintaining workflows, templates, and standard operating procedures; and implementing plans and protocols to ensure accurate and timely communication of information.

Essential Functions

- Develops, oversees, and manages the estimates, budgets, schedules, and work progress of multiple packages within the GDC HTP Program; ensures quality for the preparation of monthly and quarterly program and federal reports and provides support to executive management.
- Develops, oversees, and manages updates to GDC HTP Package estimates as packages progress through design stage gates using a top-down and bottom-up estimating approach. Provides quality oversight of final estimate products and conducts presentations to executive leadership as required.
- Develops, oversees, and manages updates to the GDC HTP Program approved budget workbooks, cost breakdown structure (CBS), work breakdown structures (WBS), and other breakdown structures as GDC HTP Packages progress through design stage gates and estimate updates.
- Develops, oversees, and manages GDC HTP Package monthly financial forecasts and change control process as packages progress through project stages, engaging with all stakeholders to prepare a final estimate to complete (ETC) and estimate at complete (EAC) forecast by Package. Provides quality oversight of final forecast and change control products and conducts monthly presentations to executive leadership as required.
- Develops, oversees, and manages GDC HTP Package monthly and quarterly reporting to internal and external stakeholders. Provides quality oversight of final report products and conducts monthly presentations to executive leadership as required.

- Develops, oversees, and manages updates to GDC HTP Master Schedule as packages progress through project stage gates. Provides quality oversight of final schedule products and conducts presentations to executive leadership as required.
- Develops, oversees, and manages updates to GDC HTP Document Control Standard Operating Procedure (SOP) as the HTP program and packages progress through project stage gates. Provides quality oversight of final document control products and conducts presentations to executive leadership as required.
- Ensures that the management team interfaces effectively with involved GDC departments, stakeholders, and consultants to establish and adhere to project budget, schedule, quality, and safety requirements.

Job Requirements

- Bachelor's degree in Finance, Accounting, Engineering, Construction, Business, Economics, or a related field.
- Minimum of ten (10) years of relevant management-level experience administering project control activities for major capital projects, including developing, monitoring, and controlling budgets, schedules, risk registers, change control, document controls and PMIS solutions software; experience working on rail transit engineering and construction projects preferred.
- Project Management Professional (PMP) certification preferred but not required.
- Experience with Microsoft Office Suite, Power BI, Oracle Primavera, and other such software to assist in developing complex data-warehouse based tools, models, and report writing on cost, schedule, risk, and other project status; scenario planning and analysis is preferred but not required
- Experience managing transportation projects in planning, design, and construction, and facilitation of Risk Assessment Workshops and regular risk updates.
- Relevant experience with project controls professional organizations (AACE, PMI, etc.).

Project Background

The Gateway Program is the most urgent infrastructure program in the country – a comprehensive set of rail investments that will improve commuter and intercity services, add needed resiliency and, in its later stages, create new capacity between Newark, New Jersey and New York City, the busiest section of the Northeast Corridor (NEC). The NEC between Boston, Massachusetts and Washington, D.C. is the nation's busiest rail corridor, supporting a region that produces 20% of the Gross National Product. The 10-mile segment of the NEC within the scope of the Gateway Program carries over 200,000 daily Amtrak and

NJ TRANSIT passenger trips on approximately 450 trains during non-pandemic conditions and is a vital artery in the region.

The first phase of the Gateway Program includes the Hudson Tunnel Project, which includes the construction of a new two-track tunnel under the Hudson River connecting to Penn Station New York as well as the full rehabilitation of the existing 110 year-old North River Tunnel. The project would create operational flexibility, rail network redundancy, and resiliency against future impacts to the Hudson River rail crossing. Environmental review for the project was completed in May 2021.

The Gateway Development Commission, established through bi-state legislation, is responsible for the financing and development of the Hudson Tunnel Project. The Commission is governed by a Board of 7 Commissioners appointed by each of Amtrak, New Jersey and the New York State Department of Transportation, and works in partnership with Amtrak, NJ TRANSIT and the Port Authority of New York and New Jersey.

The Gateway Development Commission is proud to be an Equal Opportunity Employer and administers all personnel practices without regard to race, color, religion, sex, national origin, sexual orientation, gender identity or expression, disability, protected veteran status or military status, or any other category protected under applicable law. We recognize that diverse teams make the strongest teams, and we encourage people from all backgrounds to apply.

To apply, please email your cover letter and resume to jobs@gatewayprogram.org with the job title “Senior Director, Project Controls” in the subject line.