

THE PORT AUTHORITY OF NY & NJ

Position Specification: Assistant Director, WTC Construction/ Major Capital Projects
Organization: The Port Authority of New York & New Jersey
Location: 80 Pine Street
Reporting Relationship: Director, WTC Construction / Major Capital Projects

Mission Statement

Meet the critical transportation infrastructure needs of the bi-state region's people, businesses, and visitors by providing the highest quality and most efficient transportation and port facilities and services to move people and goods within the region, provide access to the nation and the world, and promote the region's economic development.

Background

Founded in 1921, the Port Authority of New York and New Jersey builds, operates, and maintains many of the most important transportation and trade infrastructure assets in the country. The Port Authority of New York & New Jersey manages and maintains airports, bridges, tunnels, bus terminals, the PATH rail system, and seaport facilities that are critical to the metropolitan New York-New Jersey region's trade and transportation capabilities. Through their facilities and services, people are able to make vital connections and businesses are able to grow. Providing safe and efficient travel is their highest priority, and enhancing the well-being of everyone who lives, works, and travels to the region is their strongest commitment.

Overview

Major Capital Projects has overall responsibility for the design and construction delivery of the reconstructed WTC site, PATH Extension to Newark Airport, the new PABT, as well as the Cross Harbor Freight Program, and management of World Trade Department contracts and other projects assigned to it. Reporting to the Chief, Major Capital Projects (MCP), this position is a vital member of the department serving as a key business partner managing all aspects of design and program management by the team Project executives from initial planning in stage 1 through stage 5 (construction through closeout) of the PABT Replacement Program, the PATH Extension to EWR East Side, including the complex relationships with both internal and external stakeholders, such as Engineering, TB&T, PATH, GOCOR, Amtrak, MTA, New Jersey Transit (NJT), FHWA, FTA, NYCDOT, NYSDOT, NJDOT, elected officials, design and program consultants, construction managers, contractors, etc.

MAJOR RESPONSIBILITIES:

- The individual must ensure the development and finalization of all necessary agreements and material with and for the Port Authority partners and stakeholders. This will include legal agreements, design and construction schedules, budgets, management, oversight and coordination of all design and construction activities associated with the assigned programs. The selected candidate's overall responsibility is to manage a dedicated group of PA and consultant staff in the delivery of these programs, conducting in-depth analyses of issues; assisting in decision-making through information and briefings; and attending senior level meetings to establish courses of action, including implementation. The person will meet regularly with both stakeholder and MCP staff to ensure resolution of program related issues. The candidate must have

excellent negotiating and communication skills to drive the timely completion of design & construction with the willingness to take calculated risks

- The selected candidate will oversee the schedule(s) and budget(s) in adherence with the authorized scope for all associated projects to ensure that the programs are completed within budget and the contracted schedule. This includes coordination with Facility Operations, Line Departments, stakeholders to minimize impacts to operations; construction staff for final inspections and punch-list work, resolving design and construction problems requiring Engineer of Record involvement, and ensuring Permits to Occupy/Use are formally issued and contract closeout process is followed; negotiating Change Orders and the settlement of potential consultant and contractor claims; managing the procurement of major contracts; and managing the authorization process to ensure planning, design and construction Board actions are both timely and complete.

Qualifications:

Candidates must present the following qualifications to be considered eligible for this position:

- Bachelor's Degree in Architecture, Engineering or Planning from an accredited college or university and at least 15 years of experience in the field.
- Minimum of 10 years of progressively more responsible experience managing diverse team of in-house and consultant staff, preferably at the mid to senior level.
- Project Management Professional (PMP) Certification.
- Excellent interpersonal skills, including demonstrated experience interacting with executive management and construction professionals within and outside the Port Authority

Desired:

Ideal candidate will possess the following success criteria:

- Superior interpersonal skills with demonstrated ability to interact effectively with the workforce at all levels as well as with external constituents.
- Superior written and oral communication skills with demonstrated experience in preparing and delivering presentation materials to senior staff.
- Ability to lead, motivate, mentor and develop staff.