

Los Angeles County Metropolitan
Transportation Authority



Job Proposal for
**Deputy Executive Officer,
Project Management**
(Traffic Engineering)



Trusted Hiring Partner



ABOUT



The Los Angeles County Metropolitan Transportation Authority, commonly branded as Metro, is a public transportation agency that develops and oversees transportation plans, policies, funding programs, and both short term and long-range solutions to mobility, accessibility, and environmental needs throughout Los Angeles County.

With an operating span of 109 miles of urban rail space and 1,447 miles of bus way, Metro has the largest transportation infrastructure program in the country.

With over 12,108 employees, Metro is one the regions largest employers.

To increase sustainability in transportation services, Metro also provides bike and pedestrian improvements and operates express toll lanes.

The Los Angeles County Metropolitan Transpiration Authority is governed by 13 board members who serve as the board of directors.



MISSION

Metro safeguards the transit community by taking a holistic, equitable, and welcoming approach to public safety. Metro recognizes that each individual is entitled to a safe, dignified, and human experience.

VALUES

- Implementing a **Human-Centered Approach**
- Emphasizing **Compassion** and a **Culture of Care**
- Recognizing **Diversity**
- Acknowledging **Context**
- Committing to **Openness** and **Accountability**

THE COMMUNITY



A place for bold dreams, creative expression and limitless possibilities, Los Angeles is a city defined by its people. One of the most culturally diverse destinations in the world with Angelenos from 140 countries who speak 224 different languages, LA inspires visitors to immerse themselves in unique perspectives, unexpected moments and open- hearted community. There's always something new to discover in the City of Angels whether you're a frequent visitor or a first timer, with an abundance of multi-faceted neighborhoods and hidden gems to explore. From world-class museums and championship sports teams to beautiful beaches and one-of-a-kind culinary experiences, Los Angeles invites you to join our vibrant, bustling community of dreamers and doers.

THE BENEFITS



Providing Outstanding Employee Benefits

- **Medical & Dental Coverage:** Metro will cover a significant portion of your health care premiums.
- **Retirement & Pension:** Save for your future with 401K and 457 retirement plans PLUS a generous pension plan.
- **Career Paths:** Metro provides educational reimbursement, professional development, certifications, and training programs to advance your career.
- **Work-Life Balance:** Metro offers employees flexible work schedules available, paid time off and paid holidays, family leave and a childcare center.
- **Wellness:** Metro provides employees a FREE onsite fitness center, wellness fairs, and agency-wide fitness challenges and events.
- **Employee Perks:** Ride on the Metro system for FREE with a Metro TAP Card, employee discounts, recreational activities, and other resources to improve your life.

THE ROLE



The Deputy Executive Officer (DEO), Project Management, serves as a senior leader responsible for directing and overseeing the delivery of major capital construction projects within LA Metro's portfolio. This role ensures projects are executed safely, efficiently, and in compliance with regulatory standards, while meeting schedule and budget objectives.

The DEO provides strategic leadership in planning, design coordination, and construction management, with a strong emphasis on traffic engineering and construction traffic management for complex urban infrastructure projects. The position requires collaboration with internal departments, external agencies, and multiple consultants to ensure seamless project execution and adherence to Metro's operational standards.

Job Duties & Responsibilities

- Directs performance of services by assigned staff, consultants, and contractors for successful completion of projects and contracts in a thorough and timely manner
- Plans, assigns, monitors, and evaluates the work of assigned staff
- Manages and directs third-party coordination and public affairs activities related to project design and completion
- Establishes and monitors short- and long-range project goals, budgets, schedules, and strategies
- Ensures all project design and/or construction activities meet operations and maintenance quality standards and expectations
- Develops and manages information security and recovery capabilities; oversees current information technology interface with other related Metro databases
- Evaluates work of consultants to ensure compliance and consistency with agency, department, and project objectives
- Represents agency and applicable division at meetings, conferences, and public events
- Provides expertise and leadership in conducting technical studies and analyses
- Prepares and presents reports to executive and management staff, the Board of Directors, and/or outside regulatory agencies
- Sets and implements project policies, procedures, programs, safety and work standards, and controls for the overall functioning of assigned unit
- Ensures compliance with Metro policies, procedures, and standards, and applicable federal, state, and local regulations and laws
- Supervises, trains, mentors, and motivates assigned staff
- Evaluates staff's overall level of knowledge, skills, and abilities, and assists in developing the department's succession plan
- Oversees all contracts, operating budget, and capital budget for section; monitors, and adheres to department/unit budget, goals, and schedules which comply with agency-wide fiscal responsibility
- Communicates Metro's safety vision and goals; oversees the implementation of agency and departmental safety rules, policies, and procedures; and maintains accountability for the safety performance of all assigned employees

MINIMUM QUALIFICATIONS

A combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. Additional experience, as outlined below, may be substituted for required education on a year-for-year basis. A typical combination includes:

Education

- Bachelor's Degree in Engineering or a related field; Master's Degree in a related field preferred

Experience

- Five years of relevant senior management-level experience in the design and/or construction of major capital projects, including extensive experience managing mass transit projects

Certifications/Licenses/Special Requirements

- A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions
- California license as a Professional Engineer (PE) preferred
- Construction management and/or project management certification preferred

PREFERRED QUALIFICATIONS

- Experience navigating and applying City of Los Angeles traffic management procedures, permitting requirements, and regulatory standards in support of major capital construction projects.
- Experience developing and overseeing Construction Traffic Management Plans (CTMPs), including traffic engineering analyses, roadway design coordination, and preparation of temporary traffic control plans within the City of Los Angeles.
- Experience interpreting and applying California Manual on Uniform Traffic Control Devices (CA MUTCD) standards and traffic engineering principles to guide traffic control design, construction staging, and project safety requirements on complex capital projects.
- Experience managing and providing quality oversight of multiple consultants concurrently, including review, evaluation, and approval of construction traffic management plans to ensure consistency with project objectives, regulatory requirements, and Metro's operational standards.
- California registered licensed professional Civil Engineer, preferred.

KNOWLEDGE

Knowledge of (defined as a learned body of information that is required for and applied in the performance of job tasks)

- Theories, principles, and practices of rail transit engineering, design, construction, operations, and maintenance
- Governmental contract policies and procedures
- Public administrative methods, including goal setting, program and budget development and implementation
- Applicable local, state, and federal regulatory requirements and standards
- Large-scale capital project management
- Contract management for both consultants and construction
- Social, political, and environmental issues influencing transit programs
- Heavy construction practices and procedures
- Modern management theory
- Applicable business software applications

SKILLS

Skilled in (defined as the proficient manual, verbal, or mental utilization of data, people, or things)

- Directing the overall engineering and construction activities for major capital projects
- Determining strategies to achieve goals
- Establishing and implementing policies and procedures
- Analyzing situations, identifying problems, recommending solutions, and evaluating outcomes
- Exercising sound judgment and creativity in making decisions
- Communicating effectively orally and in writing
- Preparing complex comprehensive reports and correspondence
- Interacting professionally with various levels of metro employees, Board of Directors, public officials, and outside representatives
- Negotiating and problem solving

ABILITY

Ability to (defined as a present competence to perform an observable behavior or produce an observable result)

- Meet time constraints
- Multi-task and prioritize
- Maintain focus on objectives
- Represent Metro before the public
- Compile, analyze, and interpret complex data
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Plan financial and staffing needs
- Travel to offsite locations
- Read, write, speak, and understand English

APPLY NOW

Deputy Executive Officer, Project Management



This is an opportunity to join one of the nation's largest and most innovative transportation systems. To apply for the **Deputy Executive Officer, Project Management** with Metro, please visit www.davidgomezpartners.com or send your resume to Recruiting@DavidGomezPartners.com.

* *Salary range for this position: \$156,562 - \$235,976*

* *Open until filled. Job posting may be closed at any time without notice.*



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SPECIAL CONDITIONS

The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Metro provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.

Working Conditions

- Typical office situation
- Close exposure to computer monitors and video screen

Physical Effort Required

- Sitting at a desk or table
- Operate a telephone or other telecommunications device and communicate through the medium
- Type and use a keyboard and mouse to perform necessary computer-based functions
- Communicating through speech in the English language required

Disclaimer

This job specification is not to be construed as an exhaustive list of duties, responsibilities, or requirements.