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| JOB TITLE: | Senior Vice President, Project Executive |
| AGENCY: | Metropolitan Transportation Authority (MTA) - Construction & Development |
| DEPT/DIV: | Delivery/Delivery Office |
| REPORTS TO: | Deputy Chief Delivery Officer - Delivery |
| WORK LOCATION: | 2 Broadway, NY, NY |
| HOURS OF WORK: | 8:30 AM to 5:30 PM or as required (7.5HR/ DAY) |
| SALARY RANGE: | \$221,333 to \$258,497 |

About:

MTA Construction & Development (C&D) is responsible for the planning, development, and execution of all capital construction projects across the MTA region. Through centralized oversight and management of the MTA’s \$64 billion Capital Program, C&D ensures the efficient delivery of critical infrastructure projects that support the region’s vast transportation network. As part of the Metropolitan Transportation Authority, the largest transportation network in North America, C&D plays a key role in modernizing and expanding services that support 15.3 million residents across New York City, Long Island, southeastern New York State, and Connecticut. C&D is committed to delivering safe, innovative, and cost-effective capital projects that enhance the customer experience and strengthen the reliability and resilience of the MTA system.

Benefits:

Transportation & Financial Benefits

- Commuting Made Easy – Enjoy a complimentary MTA transportation pass, plus access to tax-advantaged commuter benefits to maximize your savings.
- Premium Health Coverage at Low Cost – Access high-quality individual, family, and domestic partner healthcare, dental, vision, and life insurance plans.
- Secure Your Future – Build long-term financial security through pension plans and retirement savings accounts designed for eligible employees.

Time Off & Work-Life Balance

- Generous Time Away – Recharge with substantial paid time off and comprehensive holiday schedules that support your personal and family commitments.
- Holistic Support Services – Access our dedicated Work Life Services team and Office of the Chaplains unit for personal guidance and support when you need it most.

Professional Growth & Development

- Learning & Development Program – Advance your career through structured professional development opportunities, skills training, and leadership programs tailored to support your growth within the organization.
- Educational Investment – Pursue your career goals with in-house training and professional development, tuition reimbursement support, and partnerships with educational institutions.



Employee Experience & Community

- Employee Assistance Programs – Comprehensive support services to help you navigate life's challenges with confidence and resources.
- Discounts & Perks – Take advantage of MTA employee discount programs offering savings on products and services.
- Connect & Belong – Join our vibrant Employee Resource Groups to build meaningful connections, share experiences, and contribute to an inclusive workplace culture.

Job Summary:

The Senior Vice President, Project Executive, is responsible for managing capital project delivery, working within a business unit in the MTA Construction and Development (C&D) Delivery Department. This position is responsible for project management activities that ensure project delivery is safe, efficient, on schedule, within budget, and per project documents, contractual requirements, and relevant policies, procedures, standards, and guidelines.

The Senior Vice President and Project Executive monitor project status, mitigate risk, and resolve project issues, consulting with and providing recommendations to senior management for critical issue resolution. This position coordinates project delivery activities with C&D and operating agency personnel and manages staff, contractors, consultants, and agency forces in the safe and efficient execution of capital projects.

Responsibilities:

- The Senior Vice President, Project Executive, is responsible for successfully managing and mentoring staff to deliver complex capital projects. Coordinate project activities through project close-out. Monitor project performance against established baselines and pursue opportunities for improved performance.
- Identify project issues and risks and ensure timely resolution and mitigation.
- Recommend solutions to senior management for the resolution of critical issues.
- Manage project activities to minimize the impact on agency operations and the public.
- Coordinate activities with the project team, C&D staff, contractors, consultants, MTA operating agency staff, and other stakeholders.
- Coordinate with MTA operating agency staff to ensure that necessary actions, approvals, and resources are in place to support project delivery.
- Ensure project activities follow established requirements and adhere to all relevant standards, guidelines, codes, regulations, policies, and procedures.
- Ensure that safety and quality are an integral part of project operations. Manage preparation and monitor implementation of project plans, quality plans, and work plans. Coordinate with Safety and Quality Management staff. Manage project documentation to ensure quality, completeness, and accuracy.
- Manage and monitor progress against project scope, schedule, and budget.



- Work collaboratively with Development and Contracts throughout the project life-cycle, including developing project scope, requirements, design criteria, and procurement packages, evaluating bids/proposals, negotiating change orders, and timely completing contractor/consultant evaluation process.
- Review and approve contract invoices and other project charges based on established procedures. Ensure that expenditures are correctly charged.
- Manage comprehensive project document control and retention.
- Manage the preparation of reports, presentations, research, and studies.
- Manage the presentation of project reporting and coordination of audit/inquiry responses for MTA and external oversight bodies.
- Manage staff selection, coaching, training, development, evaluation, and discipline/termination as needed. Create a professional environment that respects individual differences and enables all employees to develop and contribute to their full potential. Manage and monitor progress against the agency and program goals.
- Review and approve invoices and other charges based on established procedures. Ensure that expenditures are appropriately charged.
- Manage comprehensive document control and retention.
- Manage the preparation of reports, presentations, research, and studies.
- Manage staff selection, coaching, training, development, evaluation, and discipline/termination as needed.

Education and Experience:

- Bachelor's degree in Engineering, Architecture, Construction, Project Management, Business Administration, Transportation, or a related field.
- Must have a **minimum of twenty (20) years of related experience.**
- Must have a **minimum of at least twelve (12) years in a management or supervisory role and/or program/project manager role in a large, multi-faceted organization.**
- A licensed Professional Engineer (PE) or Registered Architect (RA) is desirable.
- PMP and CCM Certifications are preferred.
- Experience in project management for major construction projects or highly complex systems is preferred.
- Experience leading and managing contractors, subcontractors, or vendors.
- Excellent communication and interpersonal skills.
- Demonstrated ability to build relationships and work collaboratively with stakeholders at all internal levels within the organization.
- Demonstrated ability to work in a high-profile, high-pressure environment effectively.
- Must have focus and ability to deliver results, organizational effectiveness, and continuous improvement.



- Must be a proven leader as a change agent and creative/innovative thinker to align business goals with solutions to drive process improvements.
- Must possess excellent teamwork, listening, problem-solving, and prioritization skills.
- Alternative Delivery experience preferred.

Other Information:

Pursuant to the New York State Public Officers Law & the MTA Code of Ethics, all employees who hold a policymaking position must file an Annual Statement of Financial Disclosure (FDS) with the NYS Commission on Ethics and Lobbying in Government (the “Commission”).

Selection Criteria:

Based on evaluation of education, skills, experience, and interview.

Equal Employment Opportunity:

MTA and its subsidiary and affiliated agencies are Equal Opportunity Employers, including with respect to veteran status and individuals with disabilities.

The MTA encourages qualified applicants from diverse backgrounds, experiences, and abilities, including military service members, to apply.

How to Apply:

This position is being handled directly by **David Gomez Partners, Inc.**

To apply, please **send your resume to Recruiting@davidgomezpartners.com**.