



CENTRAL TEXAS REGIONAL
MOBILITY AUTHORITY

**POSITION DESCRIPTION:
SENIOR PROJECT MANAGER - MAINTENANCE**

POSITION TITLE: Senior Project Manager
REPORTS TO: Asst. Director of Engineering - Maintenance
SUPERVISES: Contractors and field maintenance staff
FLSA EXEMPTION STATUS: Exempt
NEW OR UPDATED: New
LAST UPDATE: July 2026

SUMMARY OF PURPOSE: The Senior Project Manager role plans, directs, manages, and provides oversight of assigned maintenance and construction projects to ensure that Mobility Authority goals and objectives are accomplished within prescribed schedule and budget parameters. Effectively communicates with contractors, field staff, technical staff, consultants and management. Provides internal and external coordination and collaboration with project partners and stakeholders. This position will assist in the management of key Mobility Authority initiatives and projects. The position performs advanced (senior-level) project management work while working under limited supervision, with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

1. Coordinates, plans, and evaluates projects using accepted project management methodologies.
2. Coordinates project activities with state agencies, governmental jurisdictions, or private sector partners and contractors.
3. Monitors and manages project cost to ensure that the project is completed within budget.
4. Monitors and manages project quality to ensure that project deliverables are acceptable and fulfill the terms of the project contract or specifications.
5. Communicates project methodology and processes to interested groups and team members.
6. Oversees multiple projects concurrently.
7. Skill in conducting inspections, in determining proper courses of action, in using instruments or tools necessary to perform inspections, in using a computer and applicable programs and databases, and in maintaining records and written reports.
8. Provide constructability reviews of project documents; make recommendations.

9. Ability to exercise sound judgment in making critical decisions, to analyze complex information and develop plans to address identified issues, to demonstrate negotiation and facilitation skills, to identify project risks, to prepare reports and charts, to communicate effectively, and to assign duties and responsibilities and coordinate the work of project staff.
10. Attend and actively participate in partnering sessions with contractors, agencies, and organizations to obtain feedback on Mobility Authority performance and effectiveness; represent Mobility Authority needs; and develop strong working relationships throughout the industry.
11. Review and provide recommendations on potential Change Orders on projects per contractual requirements, providing detailed analysis of impacts to the Mobility Authority budget and schedule.
12. Regularly attend project meetings with contractors, consultants, and outside agencies to ensure Mobility Authority goals are achieved.
13. Enforce contract compliance for reporting, environmental requirements, scheduling, and invoicing.
14. Complete any other job-related duties as assigned.

POSITION REQUIREMENTS:

1. Education: Graduation from high school
2. 10 years of maintenance and/or construction oversight experience preferred.
3. 5 years managing the work of others preferred.
4. Ability to effectively collaborate with internal and external parties.
5. Self-directed and able to function with ease as part of a team.
6. Technically astute and strategic in thinking. Strong interpersonal skills along with excellent written and verbal communication skills.
7. Proven organizational skills and the ability to manage multiple priorities.
8. Proficient in MS Word, Outlook, and Microsoft Office tools, and some knowledge of applicable project management software.
9. This position requires driving a Mobility Authority vehicle.
10. Must be able to work hours outside of 8:00am to 5:00pm Monday through Friday, including weekends when required.

PHYSICAL/MENTAL REQUIREMENTS

1. Uses personal computer approximately 4-5 hours per day.
2. Uses telephone and email to communicate with consultants, contractors and coworkers, approximately 5-6 hours per day.
3. Sits approximately 4-6 hours per day.
4. Visits project sites on an ongoing basis; moves about the project sites.

GENERAL SUMMARY

This position description serves as a general summary and overview of the major duties and responsibilities of the job. It is not intended to represent the entirety of the job or be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein for the Mobility Authority.

APPLICATION REQUIREMENTS

To apply, please send a cover letter and resume to:

Central Texas Regional Mobility Authority

Attention: John Jones

3300 N IH-35, Suite 300

Austin, TX 78705

Email: jones@ctrma.org

This position will remain open until filled.