



JOB POSTING 2026-16

CLOSING DATE: OPEN UNTIL FILLED

Job Title: Associate Project Manager

FLSA Status: Exempt

Work Location: 602 N. Staples & as assigned

Department: Capital Programs

Report To: Managing Director of Capital Projects, Customer Service, & Eligibility

Grade: 30 **Salary:** \$39.74 - \$64.80 (Min-Max)

Work Schedule: Monday – Friday, 8:00 am – 5:00 pm, may work more than 40 hours to meet project needs.

General Summary: Under the general direction of the Managing Director of Capital Projects, Customer Services, & Eligibility, the Associate Project Manager supports the planning, coordination, and execution of capital improvement and infrastructure projects across the transit system. This role provides on-site construction oversight for projects involving transit facilities, bus and paratransit infrastructure, and passenger amenities. The position works closely with contractors, engineers, operations staff, and leadership to minimize service disruptions and maintain continuity of transit operations. Responsibilities include reviewing contractor schedules (including three-week look-ahead plans), conducting regular coordination meetings with Site Superintendents, and escalating risks or field issues to the Managing Director.

Essential and Marginal Job Functions: Essential and other important responsibilities and duties that must be performed, with or without reasonable accommodation, may include, but are not limited to, the following:

- Assist in planning and execution of transit-related capital projects, including facilities, maintenance yards, passenger shelters, and operational infrastructure.
- Support development and maintenance of project schedules, budget, and resource plans.
- Coordinate with operations staff to ensure project activities align with service schedules and minimize disruptions.
- Assist with the development of the CCRTA's Capital Improvement Program (CIP)
- Track and report project progress, including schedule adherence, budget status, and risk factors.
- Prepare weekly and monthly status reports, including photo documentation of project progress
- Maintain organized project files, including contracts, technical documents, permits, and field reports.
- Manage document control processes to ensure accuracy and compliance with CCRTA standards.
- Review and verify construction plans, progress, and document findings.
- Monitor activities of contractors, trade and general superintendents, engineering, construction managers, and architects.
- Provide project schedule updates, progress reports, and budget reconciliation per project's
- Assist in tracking project budgets, expenditures, and cost controls.
- Review and follow up on changing orders, ensuring proper justification and documentation.
- Support procurement processes, including preparation of bid documents and evaluation support.

- Assist in project closeout, ensuring all documentation, warranties, and regulatory requirements are completed.
- Identify and mitigate project risks early, particularly those impacting transit operations and public safety.
- Ensure compliance with applicable regulations, including FTA (Federal Transit Administration), ADA (Americans with Disabilities Act), and local/state requirements.
- Support environmental compliance and reporting efforts.
- Promote and enforce job site safety practices to project workers, staff and the public.
- Coordinate with internal departments and external stakeholders.
- Assist with facilitating project meetings and assist in preparing materials for leadership and Board presentations.
- Communicate project impacts, detours, or service interruptions to appropriate teams.
- Interact with leaseholders, tenants, and the public to address concerns related to transit facilities and infrastructure.
- Conduct condition assessments of transit infrastructure, including facilities, stops, and operational assets.
- Assist in identifying maintenance needs and capital improvements based on system conditions.
- Support continuous improvement initiatives to enhance project delivery and system reliability.
- Maintains confidentiality regarding all CCRTA-related business information and personnel issues.
- Establishes & maintains effective and professional working relationships with those contacted in the course of work.
- Performs other job-related duties and responsibilities as assigned.

Qualifications include:

Knowledge, Skills, & Abilities:

- Strong organizational and time management skills, with the ability to manage multiple concurrent projects.
- Excellent written and verbal communication skills, including report writing and presentations to leadership and Board members.
- Knowledge of construction management principles, particularly in public infrastructure or transit environments.
- Ability to read and interpret construction drawings, specifications, and engineering documents.
- Familiarity with transit operations, including bus and paratransit routes, scheduling, and service considerations.
- Working knowledge of applicable regulations (FTA, ADA, environmental compliance, and local/state requirements).
- Strong problem-solving and analytical skills with attention to detail.
- Ability to prepare technical, statistical, and progress reports.
- Effective interpersonal skills with the ability to work with diverse teams and the public.
- Proficiency in Microsoft Office Suite; experience with project management software is a plus.
- Ability to follow oral and written instructions and meet deadlines in a fast-paced environment.
- Commitment to safety, customer service, and continuous improvement.
- Effective administrative and time management
- Comply with CCRTA policies and procedures and local, state, and government regulations.
- Willingly foster a positive work environment
- Maintain a dependable attendance record

- Bilingual skills in Spanish are preferred.

Working Conditions:

Works primarily in a typical, climate-controlled office environment. An average amount of overtime and extended work hours are required. The noise level in the work environment is usually moderate. While performing the duties of the job, the employee occasionally works in outside weather conditions.

Physical Requirements:

Standard physical activity includes, but is not limited to, sitting, standing, and walking activities. Essential and marginal functions require maintaining physical conditions necessary to carry/lift/push, or pull loads up to 30lbs.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. It is the CCRTA's business philosophy and practice to provide reasonable accommodation to the known physical or mental disabilities of qualified individuals, according to applicable state and federal law, and may be made to enable individuals with disabilities to perform essential functions. To request reasonable accommodation regarding your application for employment or the performance of the essential functions of your job, please contact the Human Resources Department at (361) 903-3524.

Experience and Training Requirements:

This position requires any equivalent combination of the following training, education, and experience that provides the individual with the required knowledge, skills, and abilities to perform the job.

- **Education:** Bachelor's Degree in Construction Management, Management, or Business Administration, or a related field.
- **Experience:** Minimum of five (5) years' experience in a related field, preferably in construction projects/programs or the transportation industry, including three (3) years of supervisory experience preferred.
- **License or certificate:** Must possess a valid Texas Driver's License on the date of application as required for the position to operate CCRTA vehicles. Project Management Professional (PMP) or Certified Associate in Project Management (CAPM) preferred.
- **Other Requirements:** Must be at least 18 years of age. Any job offer and continued employment are contingent upon completing and passing a pre-employment job agility evaluation, physical, drug and alcohol screen, and background investigation with not more than two moving violations or accidents in the past three years, no more than one DWI/DUI in a lifetime, and no DWI/DUI in the past five years.

CCRTA is proud to be an Equal Employment Opportunity Employer, supporting diversity in the workplace.

M/F/D/V