

Company: Gateway Development Commission
Job Title: Senior Director of Claims
Location: New York/New Jersey
Date: 9/28/2026
Job ID: 2-027

Summary of Responsibilities

The Gateway Development Commission (GDC) is seeking a Senior Director of Claims to lead the organization, tracking and resolution of all construction change orders, disputes and claims for the Hudson Tunnel Project.

The successful candidate will report to the Chief Engineer and will work with GDC staff, partners and stakeholders to track and oversee resolution of technical changes and disputes. The candidate should have prior experience in claims management, assessment methodologies, use and interpretation of schedule data, and claim resolution strategies. Specifically, candidate should be familiar with assessing damages related to delays, acceleration and extensions of time (delayed start, shifted duration, etc.) as associated with the following: extended general conditions, escalation on labor, material and equipment, home office overhead and supervision, and loss of productivity/efficiency, cardinal changes, design changes and design errors and omissions, differing site conditions, interference, lack of coordination, lack of site access, lost profits, operational restrictions (hours, noise, delivery limitations, etc.), subcontractor claims, and work suspensions.

Essential Functions

- Perform independent claims review and analysis and conduct detailed schedule delay analysis.
- Analyze base-line schedules against an executed schedule to determine the accuracy of the claim and any delay impact upon the schedule.
- Analyze all alleged delay impacts and determine whether caused by the contractor or other principal parties.
- Analyze escalation costs caused by labor wage increases and material increases.
- Review documentation including but not limited to contracts, schedules, pay applications, certified payroll, meeting minutes, daily reports, correspondence, emails, and change orders
- Present written analysis and advice regarding claim issues including schedule delay, productivity, labor and material escalation, design issues, and contract interpretation for use in negotiations with contractors and other parties.
- Collaborate with team members and stakeholders to develop claims resolution strategies.

- Assist and/or lead negotiations as appropriate to resolve claims to ensure a fair and equitable resolution.
- Provide advice across a wide range of concurrent projects encompassing civil, structural, mechanical and electrical, architectural finishes and other specialist systems contracts.
- Manage the preparation of reports, graphics, correspondence, and abstracts of contracts.
- Represent GDC and present findings and opinions in an adversarial setting including but not limited to dispute resolution board, arbitration, mediation, and court.
- Conduct visits to the construction site(s) as needed or directed.
- Participate in contract close-out process.
- Attend and conduct meetings with all levels of managers and contractors.
- Manage, coach, and develop assigned staff to ensure achievement of departmental and organizational objectives.
- Maintain a diplomatic demeanor in a highly stressful environment with a variety of stakeholders and clients, internal and external.

Job Requirements

- Bachelor's degree in Engineering, Construction Management, Business or related degree from an accredited university. Advanced degree and/or licensing preferred.
- A minimum of 10 years of experience in construction claims work, preferred within the states of New York and/or New Jersey.
- Proficiency in Microsoft Office and ability to interpret data generated from project management, estimating and scheduling software.
- Knowledge and experience relating to delay analysis techniques and methodologies, calculating and analyzing productivity losses, ability to interpret contracts and specifications and ability to interpret architectural/engineering drawings required.

Compensation & Benefits

- Competitive Salary
- Medical, Prescription, Dental, Vision Benefits subject to employee contributions
- Medical and Dependent Care Flexible Spending Accounts
- Life Insurance
- Commuter Benefits
- 401(a) Retirement Plan (6% of employee's salary funded by GDC)
- 457(b) Retirement Plan (Pre-Tax Salary Contributions Elected by Employees)
- Earned Vacation (20 days per year) and Sick Time (12 days per year)
- Paid holidays

Project Background

The Hudson Tunnel Project (HTP) is the most urgent passenger rail infrastructure project in America. It involves constructing nine miles of new passenger rail track, including a new two-track tunnel under the Hudson River connecting New Jersey to New York Penn Station, and the full rehabilitation of the existing 116-year-old North River Tunnel. The project will create operational flexibility and rail network redundancy to finally deliver reliable transportation to hundreds of thousands of daily commuters.

The HTP is the cornerstone of the Gateway Program, a comprehensive rail investment program that will modernize rail travel and create new capacity for the most congested section of the Northeast Corridor.

The Gateway Development Commission (GDC) is the bi-state public authority charged with delivering the HTP. GDC is governed by a seven-member Board appointed by Amtrak, New Jersey, and the New York State Department of Transportation. GDC works in partnership with Amtrak, NJ TRANSIT, and the Port Authority of New York and New Jersey.

The Gateway Development Commission is proud to be an Equal Opportunity Employer and administers all personnel practices without regard to race, color, religion, sex, national origin, sexual orientation, disability, protected veteran status or military status, or any other category protected under applicable law. We encourage qualified people from all backgrounds to apply.

To apply, please email your cover letter and resume to jobs@gatewayprogram.org with the job title "Senior Director of Claims" in the subject line.