



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, MassDOT Secretary & CEO



Internal/External Job Posting

Requisition ID: 190002FM
Posting Date: May 23, 2019
Closing Date: Open Until Filled
Official Title: Program Manager Specialist IX
Functional Title: Director of Major Projects
Location: State Transportation Building – Highway Design Section – Boston
Vacancies: 1
Salary: \$52,700.44 – \$146,744.38
Schedule: Full-Time
Shift: Day
Human Resources: Robin Burke
Diversity Officer: Derrick Mann – 857-368-8541
ADA Coordinator: Rita Dinunzio – 857-368-8738

The Massachusetts Department of Transportation is currently seeking qualified candidates for the position of Director of Major Projects. Under general administrative direction, the candidate will be responsible for working with various stakeholders throughout the agency to plan, prioritize, and assess the readiness of capital projects for fiscal year funding. The candidate will also be responsible for assisting with project execution including (but not limited to) managing relationships, developing scopes of work, schedules, budgets, and reporting on project performance. .

Job Summary

This position serves as MassDOT's representative for all Major Capital Projects and is responsible for all phases of the project insuring all required tasks are performed on time and within budget. Assigned projects are high profile with substantial interaction and public scrutiny. Specific responsibilities include planning, staffing, scheduling, budget management, quality control, safety, and coordination of subcontractors and internal technical and support staff. The incumbent manages relationships and the development of project scopes, contract procurement and execution, and the preparation of reports.

Job Summary (continued)

He/She is also responsible for managing on time and on budget project performance, directing and mentoring project staff, and ensuring designs meet the standards and quality as specified by Highway Division requirements. The Director is also responsible for the identification of scheduling and cost variances and the implementation of recommendations for corrective action for negative variance. Additional responsibilities include team member development including making work assignments, monitoring performance, directing and mentoring junior staff, and providing technical and quality guidance.

Supervises subordinate staff and consultants to include recommending applicant selection, disciplinary actions, resolution of grievances, assigning duties, directing work, conducting performance evaluations, approving leave requests and timesheets, and ensuring appropriate subordinate training is provided. Assigns detailed work tasks to be completed by the staff members.

Oversees phase coordination activities to establish schedule priorities, access requirements and allocation of work areas for each contract affected while minimizing fiscal impacts by exercising maximum control and assuring that the work is performed in a safe manner to meet the scheduled completion date.

Conducts project status meetings with staff. Conducts project status briefings for the Secretary; the Highway Administrator; MassDOT Board Members; Federal agencies, elected officials; and local community Organizations as required.

Managing scope, schedule, budget and quality also requires coordination between various departments within the agency, as well as with external federal, state, and local entities, and other stakeholders. Conducts research and prepares recommendations for complex project management, engineering and construction problems.

Coordinates all major events on the project by assisting various offices to solve mutually dependent items, calling conferences when necessary and chairing meetings. Establishes and maintains liaisons with individuals and organizations using an integrated program approach and management. Assists supporting offices in obtaining major approvals and agreements from city, state, and Federal agencies to assure project schedules and goals are met.

Manages the review and evaluation of changes to engineering specifications. Leads and manages consultant activities on all aspects of the project. Resolves issues associated with contract fulfillment. Manages the process of resolving issues that arise between staff, Consultants and contractors.

Responsible for keeping up to date with technology and engineering innovation, proposing and implementing innovation technologies, methods, or processes, and promoting an innovative culture. Incumbent may be expected to contribute to or serve on engineering and technical committees at both the state and national level such as the American Association of State Highway and Transportation Officials (AASHTO).

The above duties and responsibilities are not intended to limit specific duties and responsibilities of this position. They are not intended to limit in any way the right of supervisors to assign, direct and control the work of employees under their supervision.

If you have any questions regarding this position, please contact the Human Resources Specialist, Robin Burke, at 857-368-8505.

Minimum Entrance Requirements

This requisition will remain open until filled; however, first consideration will be given to those applicants that apply within the first 14 days.

Applicants must have at least (A) seven (7) years of full-time or, equivalent part-time, professional, administrative, supervisory, or managerial experience in a particular specialty (i.e. scientific, professional, or technical) and must possess current license and/or registration requirements established for the performance of the position, of which (B) at least three (3) years must have been in a managerial capacity.

All job applications must be submitted online through MassCareers to be considered. If you need an accommodation to complete the application electronically please contact the ADA Coordinator Rita DiNunzio 857-368-8738.

An Equal Opportunity/Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.