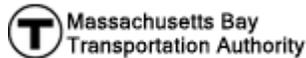


**MASSACHUSETTS BAY TRANSPORTATION AUTHORITY
invites applications for the position of:**



Project Manager

JOB #:	21-18096
OPENING DATE:	06/04/21
CLOSING DATE:	06/18/21 11:59 PM
SALARY:	\$111,852.65 Annually
UNION AFFILIATION:	STW Steelworkers
DEPT:	Office of Chief Engineer
LICENSES/CERTIFICATIONS:	None Required
SAFETY SENSITIVE:	This is a Safety Sensitive Position. Incumbents will be subject to periodic random drug & alcohol testing.
ESSENTIAL CLASSIFICATION:	During declared States of Emergencies, employees working in this classification are required to report to work for their assigned work hours or as directed by supervisory personnel.

JOB SUMMARY:

Reporting to the Director of Infrastructure Design, the Project Manager will manage the development of infrastructure projects from inception (planning) through conceptual design for the purpose of evaluating potential projects and developing final design and construction scopes of work for viable projects to be carried out under the direction of the Capital Delivery Department.

DUTIES & RESPONSIBILITIES:

- Manage multiple planning, design, engineering, architecture, and other technical consultants and consulting teams and contracts to carry out the requirements of each assignment completely on time, and on budget.
- Manage projects through the preliminary, conceptual, and scoping phase in accordance with the MBTA standards, manuals, policies and procedures to meet the needs of the MBTA.
- Assist in the development of Capital Delivery project scopes, budgets and schedules as part of the capital planning process.
- Assist in the procurement of consultants and contractors, as required.
- Negotiate project assignments, task orders, amendments, change orders and use of contingency and make recommendations for approval.
- Review and analyze monthly payment and schedule submissions from consultants and contractors.
- Coordinate and participate in Project Design Group meetings, value engineering sessions, constructability reviews and risk workshops, as required.

- Coordinate project tasks with other Departments, including the Capital Program Oversight Department (project controls and administration and finance), Engineering and Maintenance and Railroad Operations, as required.
- Coordinate project activities with outside agencies, abutters, utility companies, community groups and other third parties affected by the project, as required.
- Ensure that all work has been completed and necessary approvals have been obtained prior to advertising projects for construction, including budget approval, environmental permits and approvals, real estate actions and approvals, force accounts (e.g. utility, traffic, railroad operator), other agency and municipal agreements (e.g., MOU's, MOA's, Interagency Agreements) and other third party agreements.
- Assist in proactively identifying and resolving potential field issues.
- Analyze all contract proposals or bids and provide recommendations for senior management approval.
- Potentially supervise a professional staff including Resident Engineers, Construction Inspectors Engineering professionals, and other administrative personnel.
- Secure commitments from MBTA Operating Departments concerning the availability of their resources.
- Organize and prioritize workload, be pro-active in identifying project needs/requirements.
- Prepare project related correspondence, reports, charts and presentations utilizing Microsoft Word, Excel, Database and PowerPoint.
- Prepare for and make project presentations to elected officials, community groups, and others as required.
- Work independently in addressing complex tasks in a time-sensitive environment. Follow up on actions required for task and project completion while seeking guidance as necessary.
- Respond to each inquiry, whether from a customer, vendor or co-worker in a courteous and professional manner consistent with the Authority's Customer Service quality standard.
- Respond, either directly or through others, to emergencies twenty-four (24) hours per day, seven (7) days per week.
- Uphold the rights and interests of the Authority while building and maintaining an effective relationship with employees.
- Drive a company or personal vehicle to visit work sites and/or attend off-site meetings.
- Assist in the management of a workforce by ensuring the fair and consistent application and strict adherence to the rules, regulations, collective bargaining agreements (if applicable) and policies of the Authority including the EEO, Anti-Discrimination and Anti-Harassment and Anti-Retaliation policies.
- Perform related duties and projects as assigned.
- Adhere to rules, regulations, collective bargaining agreements (if applicable) and policies of the MBTA including the EEO, anti-discrimination, anti-harassment, and anti-retaliation policies.
- Have the ability to supervise and work effectively with a diverse workforce.
- Ability to pass a Criminal Offender Record Information (CORI) check, background screening, and the MBTA's medical requirements, including a physical examination and drug and alcohol screening.
- Have a satisfactory work record for the two (2) years immediately prior to the closing date of this posting, including overall employment, job performance, discipline, and safety records (infractions and/or offenses occurring after the closing of the posting and before the filling of a vacancy may preclude a candidate from consideration for selection).

The above statements are intended to describe the general nature and complexity of the work being performed by staff assigned to this job, and do not represent an exhaustive list of all duties, tasks, and responsibilities required of staff assigned to this position.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- A Bachelor's degree in Engineering, Construction Management, or Architecture for a related field from an accredited institution.

- Three (3) years of experience in the management of public works projects (design and/or construction).
- Related experience managing and supervising staff and consultants.
- Strong project controls knowledge and ability to accurately evaluate consultant and contractor cost and schedule submissions.
- Excellent organizational, analytical, confidentiality, multi-tasking, time management and interpersonal skills.
- Working knowledge of Microsoft Word, Excel, Database and PowerPoint applications.
- Effective professional written and verbal communication and interpersonal skills.
- Proven track record of collaboration, transparency, and problem-solving skills.
- The ability to effectively communicate with customers, employees and vendors.
- Excellent customer service and conflict resolution skills.
- Must possess a valid driver's license.
- The ability to pass a Criminal Offender Record Information (CORI) check, background screenings, and the MBTA's medical requirements, including a physical examination and drug and alcohol screening.
- Must have a satisfactory work record for the two (2) years immediately prior to the closing date of this posting, including overall employment, job performance, discipline and safety records (infractions and/or offenses occurring after the closing of the posting and before the filling of a vacancy may preclude a candidate from consideration for selection).
- Availability to work twenty-four (24) hours per day, seven

Preferred Experience and Required Skills

- A Master's degree in Engineering, Construction Management, or Architecture from an accredited institution.
- Five (5) years of experience in the management of public works projects (design and/or construction) or related experience in a supervisory capacity.
- Experience managing multiple projects with a construction cost of \$10 million or over in a transit and or/design or construction environment.
- Familiarity with FTA, FRA, MBTA rules and regulation regarding project delivery, environmental requirements and permitting.

SUBSTITUTIONS INCLUDE:

- Additional years of engineering, architecture or construction related experience in public transportation projects may be substituted for management experience.

The MBTA makes reasonable accommodations for applicants with disabilities. If you require an accommodation during this process, please contact the MBTA's ADA Unit at 617-222-5751.

The above statements are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this job. The Authority is advertising the above vacancy notice as a matter of policy without waiving any rights under the law or establishing a precedent. Further, the Authority reaffirms its right to select candidates from any source.

The MBTA/MASSDOT is an Affirmative Action/Equal Opportunity Employer.

The MBTA makes reasonable accommodations for applicants with disabilities. If you require an accommodation during this process, please contact the MBTA's ADA Unit at 617-222-5751.

If this information is needed in another language, please contact the MassDOT Title VI Specialist at 857-368-8580.

Si necesita esta información en otro idioma, por favor contacte al especialista de MassDOT del Título VI al 857-368-8580.

Caso esta informação seja necessária em outro idioma, favor contar o Especialista em Título VI do MassDOT pelo telefone 857-368-8580.

如果需要使用其它語言了解信息，請聯繫馬薩諸塞州交通部（MassDOT）民權法案第六章專員，電話 857-368-8580。

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.mbta.com>

Position #21-18096
PROJECT MANAGER
EK

10 Park Plaza Room 4810
Boston, MA 02116
617-222-5855

Project Manager Supplemental Questionnaire

- * 1. What is the highest level of education you completed?
 - Did not attain a high school diploma or equivalent
 - A high school diploma or equivalent
 - Associate's degree
 - Bachelor's degree
 - Master's degree or higher
- * 2. If you have a college degree, what was your field of study?
 - I do not have a college degree
 - Business degree
 - Engineering degree
 - Construction Management
 - Urban Studies
 - Project Management
 - Other
- * 3. Please describe your current proficiency using Microsoft Office Suite (Word, PowerPoint, Excel, etc.)
 - No experience
 - Beginner
 - Intermediate
 - Advanced
 - Expert
- * 4. Based on your last answer, please describe the specific experience from your work history that led you to select that answer. (Do not write see resume)
 - Yes
 - No
- * 5. Do you have three (3) years of experience in the management of public works projects (design and/or construction)?
 - Yes
 - No
- * Required Question