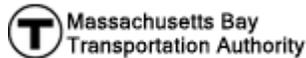


MASSACHUSETTS BAY TRANSPORTATION AUTHORITY
invites applications for the position of:



Senior Project Manager

JOB #:	21-18094
OPENING DATE:	06/04/21
CLOSING DATE:	06/18/21 11:59 PM
SALARY:	\$124,486.70 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:	

The Senior Project Manager will manage the development of complex MBTA infrastructure projects from project inception (planning) through the preliminary design phase and provide project management support during the final design thru the construction phase (including project close-out). The Sr. Project Manager will be responsible for early coordination with all departments across the MBTA organization and outside agencies.

DUTIES & RESPONSIBILITIES:

- Manage multiple consultant and construction contracts to ensure project and program requirements are fulfilled, and that contract cost and schedule requirements are met.
- Manage assigned infrastructure projects in accordance with the following MBTA Manuals, policies and procedures as may be amended from time to time, or program-specific delivery protocols and procedures if supporting a major MBTA program: Project Manager's Manual; Project Controls Manual; Quality Assurance Manual; Resident Engineer's Manual; Contract Administration Policies and Procedures; MBTA Directives published on the MBTA web page or provided directly by the Authority, as well as FTA Circular 4220.1F Third Party Contracting,
- Assist in the development of infrastructure project scopes, budgets and schedules as part of the capital infrastructure 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 MBTA Department personnel, including contract administration, bus operations, engineering and maintenance, field staff and other project coordinators, 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 advancing a design to other departments, 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.
- Support the final design and construction project process from advertisement to contract closeout to ensure the project is completed on time and within budget.
- Resolve any conflicts that may occur throughout the life of the project.
- Manage on-call emergency repair contracts and other construction contracts, ensuring compliance with construction plans and specifications, as required.
- Assist in proactively identifying and resolving potential field issues.
- Analyze all contract proposals or bids and provide recommendations for senior management approval.
- 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.
- Supervision of consultant groups.
- 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).

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- A Bachelor's degree in engineering, business administration, public administration, facilities management or a related field from an accredited college.
- Five (5) years of experience in the management of railroad, transit or transportation related projects (design and/or construction).
- Related experience managing and supervising staff and consultants.
- Effective communication, organizational, analytical, time management and interpersonal skills. Working knowledge of Microsoft Word, Excel, Database and PowerPoint applications.
- 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 (7) days per week.
- The ability to supervise and work effectively with a diverse workforce.

SUBSTITUTIONS INCLUDE:

- Three (3) additional years of engineering or construction related experience may be substituted for management experience of projects and staff.

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.

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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 #21-18094
SENIOR PROJECT MANAGER
EK

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

Senior 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. Do you have five (5) years of experience in the management of railroad, transit or transportation related projects (design and/or construction)?
 - Yes
 - No
- * 5. 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)
- * 6. Do you have experience managing and supervising staff and consultants?
 - Yes
 - No
- * 7. 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)

- * Required Question