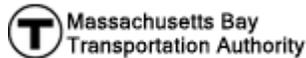


**MASSACHUSETTS BAY TRANSPORTATION AUTHORITY  
invites applications for the position of:**



## **Senior Project Manager - Planning**

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<b>JOB #:</b>	21-18097
<b>OPENING DATE:</b>	06/04/21
<b>CLOSING DATE:</b>	06/18/21 11:59 PM
<b>SALARY:</b>	\$124,486.70 Annually
<b>UNION AFFILIATION:</b>	STW Steelworkers
<b>DEPT:</b>	Office of Chief Engineer
<b>LICENSES/CERTIFICATIONS:</b>	None Required
<b>SAFETY SENSITIVE:</b>	This is not a Safety Sensitive Position.
<b>ESSENTIAL CLASSIFICATION:</b>	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 Bus Modernization, this position will manage the development of the Red Line/Blue Line connector environmental documents as well as other BL project initiatives. Projects will range 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. In addition, this position will assist with coordination of multiple TOD projects as well as other planning related projects.

### **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.
- Perform in a variety of technical analysis, policy development, consultant management, stakeholder communication roles to support the other members and projects of the Bus

Modernization Program and the Office of the Chief Engineer.

- Support the TOD group with on-going projects.
- Perform other related duties and projects as assigned.

## **MINIMUM REQUIREMENTS/QUALIFICATIONS:**

- A Bachelor's degree with a major in urban or regional planning or transportation, civil or environmental engineering, or a related field from an accredited college.
- (5) five years of professional or technical experience in urban planning, regional planning, land use planning or transportation planning, or related field.
- Two (2) years of related experience managing and supervising staff and consultants.
- Have a working knowledge of Word, Excel, mainframe or database applications. Proficient with the use of MS Office, PowerPoint and Graphic applications.
- Effectively communicate with customers, employees, vendors, contractors, designers, public legislators, and state and federal agencies.
- Have excellent customer service, conflict resolution, negotiation, communication (speaking, and writing) skills.
- Effective organizational, analytical, confidentiality, quantitative, multi-tasking and time management skills;
- 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).
- Have the ability to work any and all shifts and/or locations assigned or directed.
- Be available to work twenty-four (24) hours per day, seven (7) days per week, 365 days per year.
- Have the ability to supervise and work effectively with a diverse workforce.
- Respond or report to work as directed by supervisory personnel for emergencies, extreme weather conditions, or any other abnormal conditions that impair service or the safety of service, twenty-four (24) hours per day, seven (7) days per week.
- Drive a company or personal vehicle to visit work sites and to assist at emergencies and/or events as needed; respond to each inquiry in a courteous and professional manner consistent with the Authority's customer service quality standard.
- Uphold the rights and interest 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.

## **SUBSTITUTIONS INCLUDE:**

- A Graduate degree from an accredited institution with a major in urban or regional planning or transportation, civil or environmental engineering may be substituted for a maximum of two years of the required experience in urban planning, regional planning, land use planning or transportation planning.

### **Preferred Experience and Required Skills**

- A Graduate degree from an accredited institution with a major in urban or regional planning or transportation, civil or environmental engineering
- Additional years of experience in urban or regional planning or transportation, civil or environmental engineering.

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 #21-18097

SENIOR PROJECT MANAGER - PLANNING

EK

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

## Senior Project Manager - Planning 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
  - Planning
  - Transportation
  - 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 two (2) years of related experience managing and supervising staff and consultants?
- Yes
  - No
- \* 5. Based on your last answer, please describe the specific experience from your work history that led you to select that answer. (Please include which database applications

you have used at the level you selected.)

- \* 6. Do you have 5) five years of professional or technical experience in urban planning, regional planning, land use planning or transportation planning, or related field?

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