



MAINE TURNPIKE AUTHORITY Job Description

Job Title: Project Manager
Department: Engineering
Reports To: Engineering Program Manager
FLSA Status: Exempt

Summary: This is a highly skilled, professional level position acting as the Authority's representative managing engineering consultants involved with design, plans, specifications and other project development duties for Authority construction projects. This position will work closely with consultants and other staff to coordinate project design and development, perform project design and support, and monitor quality assurance on contracted construction projects. Professional contact with staff, consultants, suppliers, contractors, and the general public is a critical responsibility of this position.

Essential Duties and Responsibilities

The duties listed cover the principle duties of the position and are not all-inclusive.

- Performs duties as a Project Manager, coordinating design work and other project development activities as needed, including but not limited to the coordination of Authority staff and consultants, field research, design, and drafting oversight to provide plans, specifications, and engineering estimates for projects.
- Solicits scopes of work and design fees from consultants, and reviews, comments and recommends changes; also reviews contract and task order changes for ultimate review by the respective department Director and/or the Chief Engineer and Chief Operations Officer, and for approval by the Chief Financial Officer and/or Executive Director.
- Monitors consultant performance and assures projects are meeting schedule, budget, and conformance with the Authority's Engineering Consultant's general conditions and Project Development Process;
- Assists the Authority's planning and public relations staff in the overall planning of projects, including the community coordination and public input processes therein.
- Reviews projects during planning stages and coordinates with the Authority's environmental permitting liaison to determine conformity with environmental regulations and Authority policies and practices.
- May perform design work such as drainage, slope treatment, and depth of foundation base details, pavement structure, highway design, and ancillary highway design utilizing standard procedures, AASHTO, MUTCD, and Authority guidelines.
- Performs shop drawing or submittal reviews as needed or delegates to other technical staff or consultants; directs other or uses applicable computer software and Computer Aided Design and Drafting (CADD) software to create drawings and plans for project use.
- Works with the Authority staff and consultant team to provide input on constructability reviews for project development, and, when applicable, suggested edits and changes to Authority standard details, specifications, and guideline documents.
- Identifies project needs for right-of-way acquisitions or other right, title, and interest requirements and works with the Authority's Right-of-Way Manager to assure timely resolution.
- Assists the Authority's Engineering Department with the selection process for consulting engineers, and contract and task/project order administration.

- Works with other Project Managers, ITS and Tolls System Manager, and Project Engineer for Maintenance to facilitate consistent processes.
- Helps ensure the safety of the traveling public and Authority employees on projects.
- Performs related work as required.

Supervisory Responsibilities

The position may be assigned personnel to delegate functions to, including employees, consultants, and contractors. Generally, this position has limited supervisory responsibilities. The ability to effectively interact with employees and outside professionals at all levels and in all forums is key to the success of this position. Work is performed under limited supervision.

Required Knowledge, Skills and Abilities

- Must possess considerable knowledge of the investigation, design and construction of highways, bridges and structures.
- Contemporary knowledge of building materials, concrete, and bituminous products is required.
- Must possess excellent communications skills and the ability to manage and coordinate multiple projects and consultants concurrently; and have excellent organization skills and ability to make quick decisions and react appropriately in difficult situations.
- Must be competent in the use of a personal computer and software including Microsoft Word, Access, Excel and Outlook, as well as CADD.
- Must have working knowledge and familiarity with the Manual on Uniform Traffic Control Devices and typical applications for work zones on high-volume roadways.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal document; the ability to define problems, collect data, establish facts, and draw valid conclusions; and the ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community, and the ability to effectively present information to management; and considerable ability to exercise judgment and discretion in the application of policies and procedures.
- Ability to comprehend and apply principles of advance calculus, modern algebra, and advance statistical theory; and the ability to work with concepts such as quadratic and differential equations, and proofs of theorems.
- Demonstrated ability to recognize the need for procedural or operational changes and to inform appropriate parties or persons.

Education and/or Experience

Bachelor's degree (B.S.) in Civil Engineering (or related field) is required.

A minimum of 4 years' experience as Project Manager/Designer on highway or bridge projects is required.

Considerable knowledge of the environmental and natural resources regulatory arena including requirements for wetland and stormwater permitting for linear transportation projects is preferred.

Certificates, Licenses, Registrations

- Must possess and maintain a valid State of Maine driver's license.

- Professional Engineer (P.E.) license in Maine is required

Physical Demands

While performing the duties of this job, the employee is frequently required to stand, sit, and requires strong verbal and listening abilities. The employee is routinely required to walk, stand, sit, use hands to manipulate, reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision. Sufficient physical stamina to work long hours under occasional adverse weather conditions, and to climb slopes and uneven ground on regular basis is required.

Pay Range

Non-Confidential/Professional & Technical group pay range 19 (hourly)

Working Hours

Typical hours are Monday through Friday, 7:30 AM to 4:00 PM, though this position is subject to working some non-routine hours. Employee must be available to come in early, work late or work on weekends on occasion.

Work Environment

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles and frequently exposed to the dangers of moving vehicles of all sizes and types. While much work is performed in a normal office environment where the noise level is very quiet, there is also frequent exposure to maintenance and construction activities where the noise level is usually very loud.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.