



MAINE TURNPIKE AUTHORITY
Job Description

Job Title: Transportation Project Manager
Pay Range: Professional/Technical 20
Reports To: Engineering Program Manager

Department: Engineering
FLSA Status: Exempt

Summary

The Highway Transportation Project Manager is a highly skilled professional who works with consultants and Maine Turnpike Authority engineers to design project plans and specifications, develop timeframes, and identify and align resources, and who administers construction projects to ensure timely and on-budget completion. Responsibilities include ensuring the use of the appropriate design consultant, developing and maintaining quality, collaborative relationships with MTA staff, consultants, contractors, suppliers, and the public to assure positive project outcomes.

Essential Job Functions

These functions reflect management's assignment of essential duties; it does not prescribe or restrict all the tasks that may be assigned.

Project Planning, Development and Construction Support

- Coordinates design work and other project development activities, including oversight of MTA staff and consultants, field research, design, and drafting, to produce plans, specifications, and engineering estimates.
- Assists the MTA's Planning and Public relations staff with project planning, community coordination, and public input activities.
- Reviews projects during planning stages and coordinates with the MTA's environmental permitting liaison to ensure compliance with environmental regulations and MTA policies.
- Works with other Project Managers, the ITS and Tolls System Manager, and the Project Engineer for Maintenance to facilitate consistent processes.
- Identifies project needs for right-of-way acquisitions or other right, title, and interest requirements, coordinating with the Right-of-Way Manager for timely resolution.
- Provides utility coordination, traffic volume and lane-closure availability, and collection of traffic data as needed.
- Works with MTA staff and consultant teams to provide constructability reviews and suggests updates to MTA standard details, specifications, and guideline documents.
- Assists in managing the MTA's Supplemental Specifications and Special Provisions, including how they relate to the latest MaineDOT Standard Specifications.
- Performs related work as required.

Consultant and Process Management

- Monitors consultant performance to ensure projects meet schedule, budget, and conform to the MTA's Engineering Consultant General Conditions and Project Development Process. Assists with managing the Project Development Process.
- Assists the Engineering Department with the selection process for consulting engineers and with contract and task/project order administration.

Engineering Design and Technical Review

- May be assigned to perform design work such as drainage, slope treatment, foundation base details, pavement structure, highway design, and ancillary highway design in accordance with standard procedures, AASHTO, MUTCD, and MTA guidelines.
- Performs or delegates shop drawing and submittal reviews; directs staff or consultants in preparing drawings using applicable software, including CADD.



To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations under applicable law may be made to enable qualified individuals to perform these essential functions.

Position Qualifications

- Bachelor's degree (B.S.) in Civil Engineering or related field.
- 4+ years' experience as Project Manager/Designer on transportation projects.
- Professional Engineer (PE) Licensure in State of Maine.
- Possess and maintain a valid and unencumbered State of Maine Class C driver's license.
- Considerable knowledge of the environmental and natural resources regulatory arena including requirements for wetland and stormwater permitting for linear transportation projects preferred.
- Considerable knowledge of the investigation, design and construction of highways, bridges and structures.
- Contemporary knowledge of building materials, concrete, and bituminous products.
- 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.
- Competent in the use of a personal computer and software including Microsoft Word, Access, Excel and Outlook, Bluebeam, as well as CADD.
- 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.
- Demonstrated ability to recognize the need for procedural or operational changes and to inform appropriate parties or persons.

Working Conditions/Physical Demands

- Ability to work for intermittent periods sitting at a desk in front of a computer and the ability to focus.
- Requires close visual acuity and ability to adjust focus quickly.
- Specific vision abilities are close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus and drive at night.
- Must be able to regularly lift/move up to 10 pounds, frequently lift/move up to 25 pounds.
- Ability to work at active construction projects sites with exposure to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, and year-round outside weather conditions.
- Exposure to maintenance and construction activities where the noise level is loud.
- Exposure to the dangers of moving vehicles.
- Normal hours of work are eight (8) hours per day, forty (40) hours per week, Monday to Friday, though this position is subject to some non-routine hours; must be available to come in early or work late on occasion.