



## MAINE TURNPIKE AUTHORITY Job Description

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<b>Job Title:</b>	Engineering Program Manager	<b>Department:</b>	Engineering
<b>Pay Range:</b>	Professional/Technical 20	<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	Deputy Director of Engineering/ Deputy Chief Engineer	<b>Salary Range:</b>	\$44.54 to \$73.38

### **Summary**

The Engineering Program Manager (EPM) provides professional services work of a managerial and administrative nature, directing and overseeing engineering consultant resources hired by the Maine Turnpike Authority. Responsibilities include working closely with engineering consultants and staff to develop, plan, review, and provide subsequent, operational direction for all capital and maintenance civil engineering projects.

### **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.**

- Following receipt of the Authority's General Engineering Consultant's annual report and list of needed capital and maintenance projects: Plans, formulates and updates the engineering program and organizes and assigns consultants to perform needed work for the MTA.
- Prepares and administers assigned RFPs in order to select consultants required to perform program management, planning, permitting, design, project development, right of way coordination, traffic services, bid document preparation, and construction inspection services consistent with the MTA's Capital Improvement Program; administers a broad variety of complex engineering responsibilities relating to the effective operation and management of the design and construction operations also consistent with the Capital Improvement Program.
- Monitors engineering projects including proposals review, and development of consultant agreements, and monitors monthly reports and invoices, checking for conformance to consultant agreements.
- Creates and monitors engineering project development scopes, budgets and schedules and assists others in development of the overall Capital and Maintenance programs through regular engineering team and project related coordination meetings, monthly reports, and consultation with key stakeholders.
- Act as project manager as assigned, and may represent the MTA by making project-related presentations at public hearings, public informational meetings, and meetings with permitting agencies.
- Provides support and review as directed for the Public Relations Department in press releases, communications to municipalities and customers, project data sheets, and proposed legislation.
- Works with MTA staff and consultant team to provide input on constructability reviews for project development, and, when applicable, suggested edits and changes to MTA standard details, specifications, and guideline documents.
- Coordinates and maintains quality assurance, environmental compliance, and safety on projects while minimizing risks to the MTA; anticipates problems and proactively forms remediation plans.

### **Supervisory Responsibilities**

- Directly supervises the Project Manager.
- Ensures that the responsibilities, authorities, and accountability of all direct subordinates are defined and understood.
- Appraises performance; rewards and disciplines employees; and motivates staff to achieve goals; addresses complaints and resolves problems.

### **Position Qualifications**

- Bachelor's degree (B.S.) in Civil Engineering or related engineering field.
- Professional Engineer (PE) Licensure in State of Maine.
- A minimum of 7 years' experience as Project Manager/Designer on highway or bridge projects.
- Recent, progressively responsible experience managing consultant or in-house engineering resources



including proposal submittal or review, selection of sub-consultants or consultants, and monitoring project budgets and schedules; demonstrated knowledge of MaineDOT consultant procurement processes.

- Possess and maintain a valid and unencumbered State of Maine Class C driver's license.
- Considerable knowledge of the investigation, design and construction of highways, bridges and structures as a basis for proper maintenance;
- Contemporary knowledge of building materials, concrete, and bituminous products.
- Ability to maintain effective working relationships with a variety of individuals and interest groups.
- Competency in the use of a personal computer and software including Microsoft Word, Excel, Outlook and Bluebeam REVU.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Excellent communication and organization skills; ability to respond to common inquiries or complaints from customers, regulatory agencies, or the public; and ability to make quick decisions and react appropriately in difficult situations.
- Ability to effectively present information to top management, public groups, and boards of directors.
- Ability to comprehend and apply principles of advance calculus, modern algebra, and advance statistical theory; ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.
- 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.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

#### **Working Conditions/Physical Demands**

- Ability to work for long 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.
- Must be able to regularly lift/move up to 10 pounds, frequently lift/move up to 25 pounds.
- Specific vision abilities close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus and drive at night.
- Combination of professional office environment and travel to MTA facilities or construction projects sites where exposure to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, and outside weather conditions may occur.
- Frequently exposed to the dangers of moving vehicles.
- Frequent exposure to maintenance and construction activities where the noise level is loud.
- Frequently required to walk, sit, use hands to manipulate, handle or feel, reach with hands and arms, and stoop, kneel, crouch, crawl or climb.
- 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.