



MAINE TURNPIKE AUTHORITY

Job Description

Job Title: Construction Project Manager
Pay Range: Professional/Technical 20
Reports To: Director of Engineering

Department: Engineering
FLSA Status: Exempt

Summary

Under the direction of the Director of Engineering, the Construction Project Manager (CM) works directly with engineers, consultants, and contractors during the construction phase of MTA projects to ensure safety and conformance to plans and specifications. Responsibilities include monitoring work progress, focusing particularly on specific activities that drive a program forward, continuous interaction and communication with critical project participants, addressing claims or issues impeding project progress, and keeping the Director of Engineering updated on any project changes or delays.

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.

- Coordinates consultant resources and/or MTA staff to assure assigned projects in development and Authority construction projects are properly managed.
- Assists the Director of Engineering in constructability reviews during project development of projects from 60% design to construction plans, specifications and estimates for bidding (PSEs.)
- Attends weekly or biweekly project job meetings, as designated by Director of Engineering. Provides technical and administrative support during both daytime and nighttime construction activities, as necessary.
- Reviews contractor pay requisitions and Requests for Information (RFIs.)
- Coordinates activities of both in-house resident engineers/inspectors and/or consultant resident engineer/inspectors, as well as materials testing firms to assure projects are adequately covered.
- Monitors construction project schedules and budgets; reviews and makes recommendations regarding contractor or consultant extra work requests; and ensures consistency and standardization of both MTA and consultant inspection practices and documentation.
- Reviews consultant prepared documents; plans and assists the Purchasing Department with advertise/bid/award administration of contracts and solicitations.
- Contributes to the project development of assigned projects in construction related meetings; coordinates with design consultants and MTA staff reviews of plans and specifications; coordinates environmental permitting activities; provides input on bidding schedules.
- Interacts with consultant resident inspectors and engineers assuring proper coordination between projects and the operation of the highway; provides information to both the Engineering & Public Relations departments and to other department heads concerning day-to-day activities taking place in the field.
- Assures utility crossings for compliance with license and related agreements; monitoring and assuring compliance with contractor activities regarding right-of-way impacts and agreements (easements & work permits); and working with the Right-of-Way Department to provide information and interaction with neighbors and impacted property owners.
- As directed, coordinates with MTA's Environmental Staff, Staff Attorney and other MTA staff as necessary to ensure construction activities are in compliance with local, state and federal laws and regulations.
- Work to assure contracted projects are performed in a safe and efficient manner and assists the other Construction Project Manager (CM) to assure all contractor and consultant evaluation forms are submitted in a timely manner.
- Assist the Director of Engineering in developing, implementing and administering construction Inspector training processes and programs (to include both in house and consultant inspectors.)
- As directed, works with Highway Maintenance to assure lane closures and traffic control for contracted projects are coordinated, safe and efficient; assists in the review of contractor lane closure requests and trooper requests and assists in the required notification and coordination of such activities with public safety and public relations staff.
- Helps ensure the safety of the traveling public and MTA employees on projects.



- Maintains active contract and solicitation files, including the provision of requested materials to field personnel and distribution of required materials; helps ensure that all contracts, solicitations, and other department files are organized and current.
- Reviews proposed project designs for compliance with MTA standard contract requirements and specifications.
- Works with Engineering Program Manager to solicit, develop and finalize needed consultant contracts and task/project orders in order to fulfill needed requirements of the MTA construction program.
- Prepares interim and completion project reports and updates MTA Board monthly on project status.
- Assists in the development and/or modification of MTA policies, general specifications and standard operating procedures as requested; assists with MTA Dig Safe coordination and research in advance of and during construction projects as needed.
- Reports to the Director of Engineering/Chief Engineer.

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.

Supervisory Responsibilities

- Directly supervises MTA Engineering Technician employees (Construction Inspectors) and /or MTA Resident Engineers as determined by Director of Engineering.
- Coordinates consultant Resident Engineers, Inspectors and Materials Testing firms.
- 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 Engineering, Construction Management or related field.
- Professional Engineer (PE) Licensure in State of Maine preferred; if not a PE, significant experience as a Maine Concrete Technician and/or as a New England Transportation Technician Certification Program (NETTCP) Inspector for one or more areas (Asphalt, Soils, Concrete.)
- 4+ Years' progressively responsible, related experience if PE; if not PE, 8+ years' recent, progressively responsible experience with inspection, management and/or supervision of construction projects, and/or construction contract development.
- OSHA 10 certification or ability to become certified within 6 months after hire.
- If not a PE, require a Maine non-point source stormwater certification or ability to become certified within 12 months of hire.
- Possess and maintain a valid and unencumbered State of Maine Class C driver's license.
- Considerable knowledge of the maintenance, design and construction of highways, bridges and structures as a basis for proper asset management.
- 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, Access, Outlook; and ability to be trained in Appia or similar software.
- 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.



- Demonstrated knowledge of consultant procurement processes and general knowledge and ability in managing consultants and sub-consultant agreements.
- Considerable knowledge of both Maine Turnpike and MaineDOT standard specifications and special provisions.
- Demonstrated ability to supervise and manage the efforts of construction, technical and supervisory personnel directly or through contracts.
- Ability to speak effectively before groups of customers or employees of organization and to write routine reports and correspondence.
- 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 make Director of Engineering aware of same.
- 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.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals; to apply common sense and practical understanding in carrying out instructions furnished in written, oral or diagram form and to deal with problems involving several concrete variables in standardized situations.

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 non-routine hours including early morning, evening and overnight work depending on project requirements.