



MAINE TURNPIKE AUTHORITY Job Description

Job Title:	Project Manager	Department:	Engineering
Pay Range:	Professional/Technical 19	FLSA Status:	Exempt
Reports To:	Engineering Program Manager	Salary Range:	\$43.68 to \$71.97

Summary

The Project Manager is a highly skilled professional who works with consultant and Maine Turnpike Authority engineers to design project plans, develop timeframes, and identify and align resources, and who oversees construction projects to ensure timely and on-budget completion. Responsibilities include developing and maintaining quality, productive relationships with MTA staff, consultants, contractors, suppliers, and the public to ensure the quality of 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.

- Coordinates design work and other project development activities as needed, including but not limited to the coordination of MTA 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 MTA'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 MTA's environmental permitting liaison to determine conformity with environmental regulations and MTA policies and practices.
- May be assigned to 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 MTA guidelines.
- Performs shop drawing or submittal reviews as needed or delegates to other technical staff or consultants; directs others or uses applicable computer software and Computer Aided Design and Drafting (CADD) software to create drawings and plans for project use.
- Works with MTA staff and consultant teams to provide input on constructability reviews for project development, and, when applicable, suggested edits and changes to MTA standard details, specifications, and guideline documents.
- Responsible for managing the MTA's Supplemental Specifications, including references to latest MaineDOT Standard Specifications.
- Identifies project needs for right-of-way acquisitions or other right, title, and interest requirements and works with MTA's Right-of-Way Manager to assure timely resolution.
- Assists the MTA'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 MTA employees on projects.
- Performs related work as required.

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 highway or bridge 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 REVU, 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.
- 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.

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.