



**TOWN OF FRAMINGHAM
MASSACHUSETTS**

**RFP#16-153
June 22, 2016**

**NOTICE OF VACANCY
June 22, 2016**

POSITION: Senior Project Manager - Transportation

DEPARTMENT: Public Works/Engineering

SALARY: \$70,414 – \$84,160

HOURS: Monday – Friday 8:00am to 4:30pm

Statement of Duties: The Sr. Project Manager-Transportation is responsible for managing, coordinating, and directing traffic, roadway, drainage and bridge capital improvement projects. This position coordinates and directs all activities and personnel involved in the implementation and completion of projects and contracts including but not limited to design, scheduling, construction, legal procedures, budget and construction compliance. Employee is required to perform all similar or related duties.

Supervision Required: Under general direction of the Town Engineer, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Supervisory Responsibility: Employee as a regular part of the job is required to provide direction and guidance to other staff or subordinates assisting them in completing their assigned work. Employee also performs non-supervisory work that is of the same kind and level as is done by the employee(s) being supervised. The employee is not responsible for taking any disciplinary action and at the request of the Department Head may be involved in the hiring process. Work operations may be subject to substantial seasonal or cyclical fluctuations that can be reasonably planned for in advance. Employees supervised work at the same location and the same work shift.

Confidentiality: The employee has access to confidential information obtained during performance of regular position responsibilities.

Accountability: The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delay of service delivery, or legal repercussions to the Town.

Judgment: The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents, which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying complex federal, state and local regulations.

Complexity: The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements; planning long range projects; devising new techniques for application to the work, recommending policies, standards or criteria.

Work Environment: Working conditions may involve exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Work may involve working around heavy equipment. Work may also involve occasional mental stress, such as completing several unrelated tasks within a relatively short period of time. Employee is required to work beyond normal business hours in order to attend evening meetings.

Nature and Purpose of Public Contact: Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

Occupational Risk: Duties generally do not present occupational risks to the employee. An injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include bruises from falls, cuts, or muscular strains from lifting or carrying department equipment or materials.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Oversee the design and construction of the roadway construction projects in coordination with the construction of the underground utilities. Projects may include roadway pavement rehabilitation, sidewalks, curbing, street signs, pavement markings, traffic signal systems, ADA improvements, bike lanes where applicable, stormwater system modifications, geometric improvements, permanent and temporary rights-of-way, and environmental permitting.

2. Insures that capital construction projects are designed, conducted and completed in accordance with goals established by the Department of Public Works with respect to quality of work, schedule and budget
3. Plan and execute the design and construction of roadways in conformance with State and local design standards ensuring that the work is completed within the appropriation and time allotments provided.
4. Creates project design standards and - recommends critical design elements in the planning and oversight of the Town's transportation system infrastructure.
5. Manage, organize, coordinate and monitor activities and functions of projects in cooperation with other departments and outside agencies, contractors and design professionals.
6. Coordinate and manage private consultants in the study, design and construction oversight of capital improvement projects. Manage projects through the public procurement process including bidding and construction.
7. Determines need for, reviews and approves Change Orders on design and/or construction projects.
8. Reviews and approves Contractors' Certificates for Payment and/or consultant invoices.
9. Reviews, approves or details changes needed on consultant work products.
10. Analyze and prepare written reports on program and project performance using qualitative analyses and other project management techniques.
11. Develop program and project budgets, schedules, work plans, labor utilization and cost estimates/projections.
12. Work cooperatively with other town employees and private organizations to facilitate project implementation and completion.
13. Interact with utility companies and other governmental agencies to obtain necessary permits and clearances and to ensure regulatory compliance.
14. Meet with community representatives and developers to review proposed projects and activities.
15. Work with community representatives, neighborhood groups to acquire input before the final design is completed.
16. Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer service.
17. May make presentations to Town Boards and Committees as well as to resident advocacy groups.
18. Provides counter service for residents and contractors seeking plan, plot, utility and infrastructure information.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's Degree in Engineering with five to seven (5-7) years of related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Registration as a Professional Engineer in Commonwealth of Massachusetts. Class D Motor Vehicle Driver's License.

Knowledge, Abilities and Skill

Knowledge: Knowledge of principles and practices of engineering, research methods and report presentation, principles of budgeting, accounting and finance methods; knowledge of environmental laws and regulations as they pertain roadway design, construction and operation; knowledge of industry standards and best practices ; knowledge of applicable local, state and federal laws and regulations related to engineering, environment, infrastructure and procurement; knowledge and expertise with various local, state and federal funding mechanisms for infrastructure.

Abilities: Ability to produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar; use and interpret graphical information such as construction plans, schematic drawings, wiring drawings, flow charts, layouts and other visual aides, and electronic project management applications; interpret information accurately and make decisions according to existing laws, regulations and policies; ability to manage multiple projects of various complexities with competing interest and multiple funding sources

Skill: Proficient communication skills, both verbal and written as well as the ability to deal with the public in tense situations; proficiency with computers in all office software along with various engineering software applications like GIS or Arc View.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment, and computer paper.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples include operating a motor vehicle, using a personal computer, or climbing a ladder.

Visual Demands: Visual demands include constantly reading documents for general understanding and for analytical purposes, routinely reviewing non-written materials such as maps and blueprints for analytical purposes; the employee is required to determine color differences.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

The Town of Framingham is an Affirmative Action Equal Opportunity Employer.