



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, MassDOT Secretary & CEO



Internal/External Job Posting

Requisition ID: 190001YI
Posting Date: March 11, 2019
Closing Date: Open Until Filled
Official Title: Program Manager Specialist VIII
Functional Title: Deputy District 6 Highway Director
Location: District 6 – Boston
Salary: \$48,478.04 – \$134,545.60
Schedule: Full-Time
Shift: Day
Diversity Officer: Derrick Mann – 857-368-8541 Rita
ADA Coordinator: DiNunzio – 857-368-8738 Robin
Human Resources: Burke – 857-368-8505

Duties & Responsibilities

The Deputy District Highway Director will be responsible for assisting the District Highway Director by providing oversight, leadership and operational guidance with any/all construction taking place on roads and bridges throughout the Boston area, along with operations, maintenance, design and planning responsibilities on state highways and tunnels throughout the region. In close collaboration with Federal, State and local legislative leaders the Deputy Director will develop and foster relationships and establish communication protocols to ensure that stake-holder are well informed of District 6 operations.

In close collaboration with senior staff the Deputy District Highway Director will assist the DHD in directing and ensuring a cohesive agency-wide approach to the six main work units within the District: Facilities, Maintenance, Structures, Operations, Construction and Projects. The Deputy DHD is tasked with providing strategic direction on behalf of the DHD by overseeing the development and implementation of agency initiatives which align with MassDOT's mission and goals. In addition, the Deputy DHD will be responsible for developing and implementing policies and procedures consistent with the goals and objectives of MassDOT that will stimulate construction operations, while facilitating and enhancing the delivery of transportation services within the Commonwealth.

Duties & Responsibilities (continued)

The Deputy DHD will be responsible for programming maintenance and capital activities on the MHS, provide oversight and direction in the administration of all District Operations, including: design, construction and maintenance activities performed by in-house staff and consultant staff under state highway contracts or permits as issued by the District, as well as the supervision of all road, bridge, tunnel and facility operations within its jurisdiction and performing on-site engineering.

Direct and provide operational guidance in managing the development and execution of the Maintenance and Capital Plan for the MHS, including implementing comprehensive maintenance and preventative maintenance programs. In addition, he/she will develop proposals for maintenance and construction work, and to provide engineering support to cities and towns, as well as the MHS Central Artery System.

Assist the D6 DHD in coordinating cross collaboration of operations within the various sections within each District and ensuring that efforts are aligned with MassDOT goals and objectives. Provide strategic direction in implementing policies and procedures with regards to structuring and managing the District Office to maximize the Department's ability to make prompt, accurate and innovative remedial response, permitting, compliance and enforcement decisions.

Serve as liaison between the Districts' Operations, Maintenance, Construction and Projects Sections. Represent MassDOT at meetings and serve on task forces or committees to share information and to develop proposals, programs, procedures or courses of action requiring joint participation of Divisions or pertinent city, State and Federal agencies.

Determine and coordinate the external and internal resources to implement and advance the efforts of highway projects in concert with the broader mission of MassDOT. Collaborate with other senior staff to advocate for the priority of funding for projects of regional importance.

Additional Information

This position is subject to a background check.

This is a 24/7 operation. The Deputy Director has to be available to respond to emergency situations.

Please note that this position requires a valid driver's license or ability to travel to the various Mass DOT facilities across the Commonwealth.

To carry out these responsibilities, the successful applicant must demonstrate strengths in both complex project management and personnel management.

Strong knowledge of the principles and practices of management including planning, organizing, directing, motivating and decision making.

Demonstrated experience providing direct and indirect supervision to a large number of professional and technical personnel.

Additional Information (continued)

Experience working with various Labor Unions and familiarity Contract work rules.

Knowledge of engineering management, and federal and state laws and regulations as they relate to highways and bridges.

Working knowledge of the Massachusetts General Laws.

Professional experience in highways and structures design, construction and maintenance are preferred.

The incumbent must possess excellent oral and written communication skills, interpersonal skills, and the ability to work well under pressure with diverse groups and individuals. Demonstrated competency in strategic thinking and leadership.

Ability to understand, apply and explain the laws, regulations, procedures, specifications, and guidelines governing assigned unit activities and in connection with the construction and maintenance of highways, bridges, and buildings.

Establish work priorities and provide timely communications with the Highway Administrator and Mass DOT Senior Leadership Team.

Act as MassDOT's ambassador with Federal, State and local legislative leaders regarding District Operations.

If you have questions regarding this position, please contact Robin Burke, Human Resources, at 857-368-8505.

Minimum Entrance Requirements

Applicants must have at least (A) six (6) years of full-time or, equivalent part-time, professional, administrative, supervisory, or managerial experience in a particular specialty (i.e. scientific, professional, or technical) and must possess current license and/or registration requirements established for the performance of the position, of which (B) at least one (2) years must have been in a supervisory or managerial capacity or (C) any equivalent combination of the required experience and substitutions below.

Substitutions:

I. A certificate in a relevant or related field may be substituted for one (1) year of the required (A) experience.

II. A Bachelor's degree in a related field may be substituted for two (2) years of the required (A) experience.

III. A Graduate degree or higher in a related field may be substituted for three (3) years of the required (A) experience.

Minimum Entrance Requirements (continued)

IV. A Doctorate degree in a related field may be substituted for four (4) years of the required (A) experience.

All job applications must be submitted online through MassCareers to be considered. If you need an accommodation to complete the application electronically, please contact the ADA Coordinator, Rita DiNunzio, at 857-368-8738.

An Equal Opportunity/Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.