



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



Internal/External Job Posting

Requisition ID: 1900027P
Posting Date: April 8th, 2019
Closing Date: Open Until Filled
Official Title: Project Manager
Functional Title: Civil Engineer III
Location: Highway – Project Management/Design – 10 Park Plaza, Boston, MA
Vacancies: 2
Salary: \$64,560.61 – \$89,887.64
Schedule: Full-Time
Shift: Day
Bargaining Unit: E
HR Specialist: Alaina Seitz
Diversity Officer: Derrick Mann – 857-368-8541
ADA Coordinator: Rita Dinunzio - 857-368-8738

About MassDOT:

At MassDOT, transportation is not about roads and bridges, or trains and buses – it is about people. Our mission begins with customers - individuals, businesses, municipalities, and regional transit agencies. We support programs and projects that deliver a high return on investment. MassDOT supports the economic, quality of life, and environmental goals of the Commonwealth.

Position Summary:

Incumbents of positions in this series prepare or review plans, designs, specifications and cost estimates for engineering projects; prepare and/or review reports, studies and analytical data; perform calculations relating to engineering problems; perform engineering surveys; inspect construction and/or maintenance work; and perform professional engineering duties in such areas as highways, bridges, buildings and facilities all in accordance with sound engineering principles, applicable laws, regulations, and standards.

Duties and Responsibilities:

1. Responsible for maintaining accurate information in ProjectInfo for every project assigned to the Project Manager.
 - a. Provide Extended Descriptions for every project assigned to the Project Manager.
 - b. Provide the dates of all highway design submissions
 - c. Provide the Total Federal Participating Construction Cost for every project assigned to the Project Manager
 - d. Provide the dates of 25%, 75%, 100%, and PS & E submittals
 - e. Create a map indicating the project limits.
2. Responsible for managing the design of transportation projects from PRC approval through contract award.
 - a. Demonstrate a thorough understanding of the Highway Division's standards.
 - b. Review and understand each new edition of the Supplemental Specifications and each new Engineering Directive.
 - c. Review and understand each Internal Standard Operating Procedure available on the shared drive.
 - d. Provide effective liaison and follow-up on various stages of review submittals
 - e. Perform cursory review of Plans, Specifications and Estimates for compliance to MassDOT standards.
 - f. Conduct Design Public Hearings and Public Informational Meetings.
3. Responsible for all administrative duties associated with a consultant contract.
 - a. Serve as Chairperson on Design Selection Committees for major projects.
 - b. Review project scopes and workhour estimates and negotiate fees for contracts or individual assignments.
 - c. Review and process payment vouchers in conformance with Prompt Pay Legislation.
 - d. Ensure that Extensions of Time and Additional Funding Requests are reviewed and processed when required.
 - e. Prepare and process contract completion forms.
4. Other requirements essential to manage projects.
 - a. Respond to inquiries by letter, phone, or through Supervisors in a timely manner.
 - b. Prepare accurate Project Briefings in a timely manner.
 - c. Prepare Consultant Evaluation Reports.
 - d. Perform activities associated with the Cost Recovery Procedures.
 - e. Prepare construction contract award documents.
 - f. Keep project files constantly updated and organized.
 - g. Be responsive to Supervisors and the Unit Manager.
 - h. Assist other Project Managers within the Unit, when directed by the Supervisor or Unit Manager.

Qualifications Required at Hire:

1. Knowledge of the principles and practices of civil engineering.
2. Knowledge of the terminology and standard abbreviations used in civil engineering.
3. Knowledge of the principles of hydraulics as applied to surface drainage pipes and culverts.
4. Knowledge of the properties and characteristics of concrete and asphalt; mechanical properties of fluids; theory and practice of plane surveying; knowledge of the engineering properties of soils.

5. Knowledge of the types and uses of equipment and materials used in building, bridge, highway, road, street or tunnel construction; knowledge of mathematical formulae used to compute volumes and areas.
6. Knowledge of the types & skill in the uses of equipment used in plane surveying; knowledge of the methods of soil testing.
7. Knowledge of mathematical computations used in solving civil engineering problems.
8. Knowledge of elementary algebra, trigonometry, plane and solid geometry, integral and differential calculus; knowledge of the standard procedures for taking field notes in connection with plane surveying.
9. Ability to analyze and determine the applicability of civil engineering data, to draw conclusions and make appropriate recommendations.
10. Ability to understand, apply and explain the laws, rules, regulations, procedures, specifications and guidelines governing assigned unit activities and in connection with the construction and maintenance of highways, bridges, buildings, etc.
11. Ability to supervise, including planning and assigning work according to the nature of the job to be accomplished, the capabilities of subordinates and available resources; controlling work through periodic reviews and/or evaluations; determining subordinates' training needs and providing or arranging for such training; motivating subordinates to work effectively; determining the need for disciplinary action and either recommending or initiating disciplinary action.

Qualifications acquired on the job:

1. Knowledge of the principles, practices and techniques of supervision.
2. Ability to determine proper format and procedure for assembling items of information.

If you have any questions regarding this position, please contact the Human Resources Specialist Alaina Seitz at 857-368-8596.

Minimum Entrance Requirements:

This requisition will remain open until filled; however, first consideration will be given to those applicants who apply within the first 14 days.

Minimum Entrance Requirements:

Applicants must have at least (A) four years of full-time, or equivalent part-time, technical or professional experience in civil engineering work in such areas as construction, survey, design, transportation, hydraulics, structural, sanitary, drafting, environmental, highway, architectural, airport, soils and materials, of which (B) at least two years must have been in a professional capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

- I. An Associate's degree with a major in civil engineering** or civil engineering technology** may be substituted for a maximum of one year of the required (A) experience.*

II. A Bachelor's degree with a major in civil engineering** or civil engineering technology**, may be substituted for a maximum of two years of the required (A) experience.*

III. A Graduate degree with a major in civil engineering**, may be substituted for a maximum of three years of the required (A) experience and one year of the required (B) experience.*

**NOTE: The terms civil engineering and civil engineering technology include related engineering disciplines such as construction, survey, design, transportation, hydraulics, structural, soils, sanitary, environmental, drafting, highway, architectural, mining, airport and materials.

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: Educational substitutions will only be permitted for a maximum of one year of the required (B) experience.

SPECIAL REQUIREMENT: Based on assignment, possession of a current and valid Massachusetts Class D Motor Vehicle Operator's License may be required.

FOR NON-MassDOT APPLICANTS:

Applicants for this position must possess a Bachelor's Degree in an appropriate engineering discipline and E.I.T. certification or P.E. registration for appointment to this position.

FOR MassDOT EMPLOYEES:

Applicants for this position must possess a Bachelor's Degree in an appropriate engineering discipline and E.I.T. certification or P.E. registration for appointment to this position, or hold a position in the Department in one of the next two lower titles than the position applied for, in the same or similar career ladder.

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

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 857-368-8738.