



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



Internal/External Job Posting

Requisition ID: 180004WF
Posting Date: September 24, 2018
Closing Date: Open Until Filled
Official Title: Program Manager Specialist IX
Functional Title: District Highway Director – District Two
Location: Highway – District Two
Vacancies: 1
Salary: \$52,700.44 – \$143,852.94
Schedule: Full-Time
Shift: Day
HR Generalist: Robin Burke
Diversity Officer: Derrick Mann – 857-368-8541
ADA Coordinator: John Lozada – 857-368-8541

Position Summary

MassDOT's Highway Division is separated into six district Offices which operate under the direction of the District Highway Director (DHD). The District Highway Director reports directly to and will provide greater strategic direction on behalf of the Highway Administrator by developing and implementing policies and procedures consistent with the performance goals and objectives of MassDOT for both maintenance and construction operations while facilitating and enhancing the delivery of transportation services throughout the District.

Duties & Responsibilities

The District Highway Director will be assigned to the District 2 - Northampton and has the primary responsibility to provide management and oversight in carrying out the operations of one of six highway districts within the Commonwealth. He/She will be responsible for directing and administering all maintenance activities and construction work performed by in-house staff, under state highway contracts or permits issued by the district, including the supervision of all road and bridge construction within its' jurisdiction; performing on-site engineering; implementing maintenance and preventative maintenance programs; generating proposals for maintenance and construction work; and providing engineering support to cities and towns.

Duties & Responsibilities (continued)

The District Highway Director is responsible for overseeing the agency initiatives that include complete streets; a transportation policy and design approach that requires streets to be planned, designed and operated and maintained to enable safe, convenient and comfortable travel and access for all users of all ages and abilities, regardless of their mode of transportation.

The District Highway Director will be responsible for structuring and managing the regional office to maximize the Department's ability to make prompt, accurate, and innovative remedial response, permitting, compliance and enforcement decisions. He/She will be responsible for directing, reviewing, and approving the preparation of the district's operational budget, by determining priorities among requests from reporting staff, and procuring equipment and contracts to effectively implement agency policy.

The Director's oversight expands across various engineering disciplines performed by district personnel, including highway design, survey, traffic studies, planning, bridge safety, and bridge inspection. The Director will also be responsible for: mitigation proposals associated with impacts from major development projects adjacent to state highways; innovating and leading a diverse staff made up of engineers, inspectors, administrative personnel, mechanics, and laborers; directing and administering state aid programs for town-owned roads and bridges; and managing the district equipment, fleet, and inventory.

Preferred Qualifications

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

Additional Information

- This position is subject to a background check.
- This is a 24/7 operation. The 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 MassDOT facilities across the Commonwealth.

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

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.

Applicants must have at least (A) seven (7) 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 three (3) years must have been in a managerial capacity.

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, at 857-368-8738.