

Transportation Project Manager

The Greater Portland Council of Governments seeks a full-time Transportation Project Manager to join our innovative team working to improve the Portland region's transportation network. As the area's metropolitan planning organization, we pride ourselves in managing an excellent planning process with our eighteen very engaged municipalities, leading the region to apply the latest transportation planning practices and engineering/design standards, and programming a \$20 million annual portfolio of federally funded projects. As Maine's economic center, Greater Portland is an exciting region in which to work and live – and Portland is a world-class small city as shown in many “top ten” lists during the past ten years.

The qualified candidate must have:

1. A minimum of 5 years of relevant professional management of projects and budgets, with demonstrated organizational and quantitative and qualitative analytical skills.
2. A demonstrated knowledge of Metropolitan Planning Organizations and federal planning processes and policies.
3. Proficiency working with spreadsheets and databases.
4. Attention to detail and applying quality-assurance procedures to all products and activities.
5. Excellent written and oral communication skills and the ability to effectively present to a variety of audiences, including the MPO board, elected officials, technical staff, and the general public.

Desirable but not required:

- A master's degree in transportation planning, urban or regional planning, civil engineering, economics, or a related field.
- Understanding of the practices and principles of travel demand modeling, traffic engineering, transit service planning, and bicycle and pedestrian planning.

Responsibilities:

- Coordinating and supporting Transportation Improvement Programs for both Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) funded projects.
- Coordinating and supporting the development of the Unified Planning Work Program for FHWA and FTA funded planning projects and activities.
- Tracking capital projects in the region and presenting analyses and updates to the governing committees and municipalities.

- Coordinating with the Maine Department of Transportation to ensure project design, engineering, and construction, and contracts are on time and budget.
- Coordinating with project managers on project development, management, financing, and financial tracking and management.

The successful candidate will have a minimum of a bachelor's degree, professional experience, a driver's license, and the ability to attend night and weekend meetings as required.

We offer a comprehensive benefits package, competitive salary, and a fun and creative working environment. We are an equal opportunity employer, committed to representing the region's diversity in our staff and creating a positive, inclusive workplace where all can thrive. People of color, veterans, and people with disabilities are encouraged to apply.

Come join our team!

Interested candidates should submit a cover letter and resume along with minimum salary requirements by June 21, 2018 (no phone calls please) to:

szografos@gpcog.org

Email subject line: Application for Transportation Project Manager.