



**MASSACHUSETTS BAY TRANSPORTATION AUTHORITY
invites applications for the position of:**

Program Manager for the Red/Orange Line

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| JOB #: | 16-16055 |
| OPENING DATE: | 08/03/16 |
| CLOSING DATE: | Continuous |
| SALARY: | Negotiable |
| UNION AFFILIATION: | Executive |
| DEPT: | Design & Construction |
| LICENSES/CERTIFICATIONS: | A valid Driver's License is required. |
| SAFETY SENSITIVE: | This is a Safety Sensitive Position. Incumbents will be subject to periodic random drug & alcohol testing. |
| ESSENTIAL CLASSIFICATION: | During declared States of Emergencies, employees working in this classification are required to report to work for their assigned work hours or as directed by supervisory personnel. |

JOB SUMMARY:

The Massachusetts Bay Transportation Authority (MBTA) seeks a strong, versatile Senior Program Manager to manage the Red/Orange Line Infrastructure Improvement Program. The successful candidate must demonstrate a depth of experience in capital program management, the effective leadership of large, complex organizations preferably in the public sector, and the political and management acumen to operate at the senior levels of state government.

The Senior Program Manager must be able to define and articulate a vision for the successful completion of the Red/Orange Line Infrastructure Improvement Program and provide inspirational leadership to a highly talented and experienced team. The Senior Program Manager should be as adept at solving complex technical and program issues as he/she is at speaking to a large audience, working collaboratively with the Fiscal and Management Control Board, or briefing the press. Above all, the Senior Program Manager will be empowered to make decisions and must be fully willing and able to do so.

About The MBTA

The Massachusetts Bay Transportation Authority is America's fifth largest transit system offering multi-modal transportation services to 175 member cities and towns and 4.7 million residents across a 3,200 square mile area. It is a public authority and political subdivision of the Commonwealth. The MBTA operates heavy rail, light rail, commuter rail, bus, and commuter boat services.

Red/Orange Line Infrastructure Improvements

The Red/Orange Line Infrastructure Improvements Program consists of approximately \$1 billion of improvements to the existing Red and Orange Lines. The Program includes new rolling stock, improvements to existing track including power, signal, and traction systems as well as station improvements and bridge rehabilitation.

To achieve the daily service and performance needs of the Authority, a procurement of 284 new transit vehicles (132 Red Line cars and 152 Orange Line cars) will replace the oldest fleets currently operating in revenue service.

The procurement will replace all No. 1 and 2 Red Line cars and entire 120 No. 12 Orange Line fleet. The increased number of new Orange Line cars was based on the MBTA commitment to increase capacity by reducing headways to 4 minutes during peak hours.

The intent of the procurement is to incorporate common design to both fleets to the maximum extent possible. This is a significant cost savings to the MBTA in terms of functionality, maintenance, and asset management.

DUTIES & RESPONSIBILITIES:

Primary Responsibilities of the Capital Program Manager

- The Red/Orange Line Senior Program Manager is the senior leader accountable for the on-schedule, on-budget delivery of the Program to achieve rider focused outcomes
- Reports directly to the MBTA General Manager or other senior official and is subject to the oversight of the Fiscal and Management Control Board
- Develops and maintains policies and procedure to guide the Program Management team
- Hires, directs, maintains and leads a team of professionals in the successful delivery of the program
- Develops and maintains the Program Execution Plan, Program Budget, and Program Schedule
- Develops and maintains program and project control systems to manage costs and schedule performance
- Develops and maintains a periodic method of reporting on project status
- Develops and maintains a Document Controls and record keeping system
- Manages all aspects of public communication, outreach and engagement
- Earns and maintains the public's trust; and that of the General Manager and the Fiscal and Management Control Board
- Directs day-to-day operations across a spectrum of specific disciplines including design, operations interface, procurement and contracts management, fiscal management, change management, and construction delivery and safety
- Collaborates with all Stakeholders including local, state, and federal agencies
- Develops and maintains a Risk Register for the program and manages the risks
- Drive a company or personal vehicle to visit work sites and to assist at emergencies and/or events as needed
- Respond or report to work as directed by supervisory personnel for emergencies, extreme weather conditions, or any other abnormal conditions that impair service or the safety of service, twenty-four (24) hours per day, seven (7) days per week.
- Uphold the rights and interests of the Authority while building and maintaining an effective relationship with employees
- Assist in the management of a workforce by ensuring the fair and consistent application and strict adherence to the rule, regulations, collective bargaining agreements (if applicable) and policies for the Authority including the EEO, Anti-Discrimination and Anti-Harassment and Anti-Retaliation policies.
- Perform related duties and projects as assigned

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- Demonstrated capacity to succeed as the senior responsible leader in charge of delivering a major capital program of works, in transit, multi-discipline infrastructure or related programs
- Demonstrated experience with leading and managing construction programs in the public sector
- Minimum of 15 years of experience in leading and managing capital programs and projects in the public and private sectors of similar size and complexity
- Minimum 5 years of experience as the responsible Program Manager on programs of comparable scale
- Demonstrated experience with Design/Bid/Build project delivery method as well as other alternative project delivery and capital procurement methods
- Demonstrated experience working collaboratively with local, state, and federal agencies; and governance boards
- Demonstrated success in leading large, complex organizations

Education and Qualification

- Bachelor of Science in Civil Engineering or related field or equivalent work experience in a related field; MSCE or equivalent in a related field preferred
- Professional registration in engineering, architecture, or other relevant field preferred
- Certified Construction Manager or Program Management Professional certification preferred

Communication and Interpersonal Skills

- Must possess superior communication skills worthy of a senior leader operating at senior levels of state government
- Experienced and comfortable with the press and public media

- A highly motivated self-starter capable of performing without detailed direction or close supervision
- Comfortable being the accountable entity for the Program
- Decisive, ability to make business critical decisions
- Experience and comfortable dealing with confidential information
- Inspirational leadership qualities
- Calm and courageous under pressure

Other

- The ability to pass: background screenings; a Criminal Offender Record Information (CORI) check; and the MBTA's medical requirements, including a physical examination and drug and alcohol screening
- Have a satisfactory work record including overall employment, job performance, discipline and safety records. For internal candidates, the aforementioned applies to the two (2) years immediately prior to the closing date of the posting. Infractions and/or offenses occurring after the closing of the posting and before the filling of a vacancy may preclude a candidate from consideration
- The ability to work any and all shifts and/or locations as assigned or directed
- Respond, either directly or through subordinates to emergencies on a twenty-four (24) hour, seven (7) seven day per week basis
- The ability to supervise and work effectively with a diverse workforce

The above statements are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this job. The Authority is advertising the above vacancy notice as a matter of policy without waiving any rights under the law or establishing a precedent. Further, the Authority reaffirms its right to select candidates from any source.

The MBTA/MASSDOT is an Affirmative Action/Equal Opportunity Employer.

If you are a person with a disability and need this posting in an alternate format, such as Brailled, large printed or audio, please contact the Americans with Disabilities Act Coordinator at 857-368-8744.

If this information is needed in another language, please contact the MassDOT Title VI Specialist at 857-368-8580.

Si necesita esta información en otro idioma, por favor contacte al especialista de MassDOT del Título VI al 857-368-8580.

Caso esta informação seja necessária em outro idioma, favor contar o Especialista em Título VI do MassDOT pelo telefone 857-368-8580.

如果需要使用其它語言了解信息，請聯繫馬薩諸塞州交通部（MassDOT）民權法案第六章專員，電話 857-368-8580。

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.mbtta.com>

Position #16-16055
 PROGRAM MANAGER FOR THE RED/ORANGE LINE
 MF

10 Park Plaza Room 4810
 Boston, MA 02116
 617-222-5855

Program Manager for the Red/Orange Line Supplemental Questionnaire

- * 1. What is the highest level of education you completed?
- Did not attain a high school diploma or equivalent (G.E.D.)
 - A high school diploma or equivalent (G.E.D.)
 - Associate's degree
 - Bachelor's degree
 - Master's degree or higher
- * 2. If you have a college degree, what was your field of study?
- I do not have a college degree
 - Civil Engineering or a related field
 - Architecture or a related field
 - Other
- * 3. How many years of experience do you have in leading and managing capital programs and projects in the public and private sectors of similar size and complexity?

- Less than 15 years
 - 15 to less than 17 years
 - 17 to less than 19 years
 - 19 years or more
- * 4. Do you have a MSCE designation or equivalent in a related field?
- Yes
 - No
- * 5. How many years of experience do you have as a responsible Program Manager on programs of comparable scale?
- Less than 5 years
 - 5 or more years
- * 6. How many years of experience do you have as a responsible Program Manager on programs of comparable scale?
- Less than 5 years
 - 5 or more years
- * 7. Do you have a valid driver's license?
- Yes
 - No
- * 8. Do you hold the distinction of professional registration in engineering, architecture, or other relevant field?
- Yes
 - No
- * 9. Are you a certified Construction Manger or Program Management Professional?
- Yes
 - No
- * Required Question