

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

Project Coordinator, Capital Delivery

JOB SUMMARY:

Project Coordinator will be responsible for assisting MBTA Project Managers and other Capital Delivery field personnel in the administrative and financial activities related to design, planning, and construction contracts and projects.

DUTIES & RESPONSIBILITIES:

- Assist in the preparation of project reports, status reports, and charts reflecting the status of project activities.
- Assist in analysis and appraisal of current project status and future forecast of activities in order to ensure completion of projects.
- Prepare project related correspondence.
- Participate in the negotiation of consultant contracts, professional service amendments and contractor's claims, payment invoices or change orders.
- Organize and maintain effective means to interpret, present and communicate project information at internal and external meetings with legislators, community groups and public agencies.
- Respond to each inquiry, whether from a customer, vendor or co-worker in a professional and courteous manner.
- Adhere to the rules, regulations, collective bargaining agreements and policies of the Authority including the EEO, Anti-Discrimination and Anti-Harassment and Anti-Retaliation policies.
- Perform related duties and projects as assigned.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- A Bachelor's degree from an accredited institution.
- Three (3) years' experience in project administration or coordination duties, supporting a large department or group.
- Proficiency with MS Word, Excel, Database, CMS and PeopleSoft applications.
- 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 excellent customer service skills.
- The ability to provide internal and external customers with a courteous and professional experience.
- 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 effectively with a diverse workforce.

SUBSTITUTIONS INCLUDE:

A high school diploma or equivalent (G.E.D.) with the ability to comprehend, communicate and respond to instructions, orders, signs, notices, inquiries, etc. in English and additional years of project administration or coordination duties, supporting a large department or group may be substituted for the degree requirement.

Preference:

- A Bachelor's degree in Engineering, Construction Management, Project Management or a related field.
- Experience providing project support in a transit and/or design or construction environment.

JOB #:	TBD
POSTING DATE:	Continuous
SALARY:	\$73,167.00-\$106,288.00
DEPT:	Capital Delivery

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 8573688744. If this information is needed in another language, please contact the MassDOT Title VI Specialist at 8573688580.

Si necesita esta información en otro idioma, por favor contacte al especialista de MassDOT del Título VI al 8573688580. Caso esta informação seja necessária em outro idioma, favor contar o Especialista em Título VI do MassDOT pelo telefone 8573688580. 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 8573688580.

APPLICATIONS MAY BE FILED ONLINE AT: Position #1616183

12/8/2016 Job Bulletin <http://agency.governmentjobs.com/mbta/default.cfm?action=jobbulletin&JobID=1604871> 3/4

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.mbta.com> 10 Park Plaza Room 4810, Boston, MA 02116, 6172225855,