



RITBA is accepting applications for the following position:

Project Manager

(Full-time Position w/ Employee Benefits Package)

POSITION DESCRIPTION:

Candidate will work within the Engineering Department, including engineering/environmental, operations, safety and security, and maintenance. The Project Manager is integral in the coordination of capital projects and other engineering related activities at RITBA facilities, including the Newport Pell Bridge, Jamestown-Verrazzano Bridge, Mount Hope Bridge, Sakonnet River Bridge, 10 minor bridges, Route 138 from North Kingstown to Newport, and all other various facilities. This position will manage assigned projects to ensure that they are well implemented from design through construction. This position will also assist the operations, safety and security, and maintenance sections of the Engineering Department as needs arise. This a non-union, exempt position.

The ideal candidate will possess a Bachelor's Degree in Civil Engineering, an Engineer-In-Training (EIT) Certificate, and two (2) to four (4) years of civil design experience, or at least five (5) to eight (8) years of demonstratable project management experience.

ESSENTIAL RESPONSIBILITIES:

Project Formulation and Design

- Develops project definition reports including project need, justification, scope and budget
- Provides preliminary schedule and cost estimates for proposed projects
- Works to identify and verify funding sources for projects
- Negotiates project scopes and fees
- Manages design and development of plans and specifications and contract documents
- Ensures adherence to financial, technical, scope definition and schedule requirements
- Leads progress meetings and oversees project costs while ensuring quality of work
- Reviews, tracks, and recommends payment of invoices
- Resolves issues that arise during the project planning and design
- Coordinates and informs internal and external stakeholders during project progression
- Participates in the bidding process and develops contract addenda

Project Implementation - Construction

- Communicates and coordinates progress with internal and external stakeholders
- Disseminates timely information to obtain feedback and keep stakeholders informed
- Manages construction administration, resident engineering and inspection teams
- Troubleshoots and problem solves as issues arise
- Ensures timely and accurate project completion
- Prepares progress and financial reports
- Reviews requests for payment, amendments, and change orders
- Ensures compliance with permits and overall construction/contract documents
- Negotiates change orders and recommends solutions
- Ensures timely response to shop drawing submittals
- Monitors work for safety, quality, cost, schedule, cleanliness and impact to operations
- Ensures proper commissioning and closeout

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to follow direction and independently implement tasks assigned
- Ability to effectively communicate, including strong written and verbal communication skills
- Proficiency with Microsoft Office Suite is required; AutoCAD and Microsoft Project is desired
- Ability to: reason logically; effectively interact with people in a positive manner; apply technical knowledge; apply information in stressful situations; deal simultaneously with several ongoing items; reach reasonable conclusions; use mental skills to recall, analyze, and organize information
- Possess a valid driver's license
- Ability to pass a Rhode Island BCI and pre-employment drug screening

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

- Travel to bridges, highway, and other facilities by vehicle or boat
- Utilizing an under-bridge inspection platform and snoop truck to access structures
- Walking on suspension cables and climbing ladders to access structures
- Working at significant heights and in small spaces
- Typing and computing, looking at a computer monitor and/or sitting for a prolonged amount of time
- Climate controlled office environment
- Outdoors, exposed to elements

**This job description represents general duties and is not intended to list every specific function of this position.*

The general RITBA application for employment is available on our website at www.ritba.org.
The application period is open until the position is filled. Applications or personal resume shall be submitted:

- 1) By email to: atasso@ritba.org
- 2) By mail to: RITBA, Attn:HR
PO Box 437,
Jamestown, RI 02835

The Rhode Island Turnpike and Bridge Authority is an equal opportunity employer.