



Job Title:	Senior Structural Engineer/Program Manager - Structures	Job Posting Number:	19-29
Position Type:	Full-time	Department/Group:	Engineering
Location:	Administration Building at Scudder Falls	Job Category:	Administration
Level/Salary Range:	\$120,527 - \$132,580	FLSA Status	Exempt
Starting Salary:	To Be Determined	Reports to:	Chief Engineer
Date posted:	July 29, 2019	External & Internal Posting:	Yes
Posting Closing:	August 23, 2019	Internal Promotional Posting Only:	No

HOW TO APPLY: PRIOR TO THE POSTING CLOSING YOU MUST APPLY IN THE FOLLOWING MANNER:	WHO MAY APPLY:
<input checked="" type="checkbox"/> SUBMIT RESUME TO: DIRECTOR OF HUMAN RESOURCES 110 WOOD & GROVE STREETS, 4 TH -FLOOR MORRISVILLE, PA 19067 OR E-MAIL TO JCRUZ@DRJTBC.ORG <input checked="" type="checkbox"/> OBTAIN APPLICATION FORM AT WWW.DRJTBC.ORG. COMPLETE AND SEND TO THE ADDRESS LISTED ABOVE, OR BRING TO ANY PUBLICLY ACCESSIBLE TOLL BRIDGE ADMINISTRATION BUILDING OR E-MAIL TO JCRUZ@DRJTBC.ORG <input type="checkbox"/> COMPLETE AND SEND A LETTER OF INTENT OR IN-HOUSE POSTING FORM TO HR (INTERNAL APPLICANTS)	A person over the age of 18 authorized to work in the United States who has the minimum experience outlined below and able to perform all the duties outlined in this job description.

JOB DESCRIPTION	
Summary: The Program Manager - Structures is responsible for the planning, inspection, design, and construction of all improvement projects for the bridges and other structures in the Commission's Capital Improvement Program and as needed. The work, as assigned by the Chief Engineer, is performed independently and reviewed by the Chief Engineer for overall effectiveness and attainment of structural safety, condition, and enhancement goals and objectives, and cost efficiency.	MINIMUM EXPERIENCE AND ABILITIES: <ul style="list-style-type: none">• Bachelor's Degree in Civil Engineering• 15-20 years of professional transportation engineering experience• 5-10 years of professional experience in managing large bridge projects with transportation agencies. (PENNDOT and/or NJDOT project experience preferred)• Licensed as a Professional Engineer in State of Pennsylvania and/or New Jersey

ROLES AND RESPONSIBILITIES INCLUDE THE FOLLOWING. OTHER DUTES MAY BE ASSIGNED AS APPROPRIATE:
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- Ensures that project concepts meet the requirements of the Commission and its customers. Meets frequently with the Chief Engineer, Commission consultants, outside agencies and other key players. Thoroughly reviews all need assessments and planning and feasibility studies. Communicates Commission requirements to program team members and planners.
- Ensures that each project team prepares concept alternatives consistent with Commission requirements. Makes recommendations to the Chief Engineer on design concept alternatives. Develops objective engineering decision-making criteria and, upon review of in-depth analyses prepared by the project team, recommends the selected preferred alternative(s).
- Creates program execution plans including organizational structures, project contract packaging, and procurement plans to assure adequate competition. Takes leadership for recommending the procurement/selection of engineering consultants and contractors needed to support the program. Develops an organizational structure appropriate for the needs of the program, and utilizes, as appropriate, Commission and CPMC staff to assist in performing assigned duties.
- Ensures that program teams develop project budgets and establish engineering design contracts that are within overall budget. Compiles project budget recommendations for ultimate approval by the Chief Engineer, Executive Director and Commission.
- Reviews engineering estimates and directs cost control efforts. Ensures that project teams conduct opportunity and risk analyses, and oversees and approves all engineering estimates.
- Directs the interfaces among all program participants. Ensures that all program participants are integrated and coordinated. Schedules and conducts periodic information exchange meetings among all relevant project parties. Resolves differences and provides extra support to any parties which are falling behind the master program schedule.
- Prepares organization plans to assure efficient, effective communications among program participants. Ensures that the project has an appropriate structure, accountabilities, and processes. Oversees the design of corresponding plans by all participants. Communicates resource requirements to the appropriate operating agencies and consultants. Oversees preparation of contracts, memoranda of understanding, and service-level agreements as required.
- Develops opportunity analyses for the program and related projects. Acquires and utilizes in-depth knowledge of cost indices, cost estimates and funding sources.
- Prepares reports for the Commission. Utilizes Commission staff and the CPMC to develop reporting content, procedures, and schedules. Ensures that all oversight bodies timely receive accurate and relevant information.
- Ensures effective cooperation and coordination with impacted communities, transportation agencies, applicable design code entities, and other levels of government. Recognizing the inter-dependent nature of the Commission and its projects, devotes time to meet with members of other organizations as necessary.

SUPERVISORY RESPONSIBILITIES

Supervises employees assigned to support his/her activities in the Structures Program area. Oversees work of consulting engineers, architects, and contractors implementing projects. Carries out supervisory responsibilities in accordance with the Commission's policies and applicable laws. Responsibilities include but are not limited to the following: interviewing job applicants; training, planning, assigning, and directing and appraising work of DRJTBC staff; overseeing and appraising performance consultants/contractors, as needed and appropriate.

QUALIFICATIONS To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

Bachelor's Degree in Civil Engineering with post-graduate advance degree studies desirable. Fifteen (15) years of professional engineering experience (a minimum of 20 years preferred) in the planning, survey, inspection, design and construction of bridges, structures, and related facilities, sites, highways, and drainage structures. A minimum of five (5) years of professional experience (10 years preferred) in managing/administering large bridge infrastructure projects with transportation agencies such as PENNDOT, NJDOT, commissions & authorities. This project experience should include the use of, and familiarity with, the latest structural analysis, load rating, and design software programs. Extensive inspection, analysis and design project and program experience required with FHWA, AASHTO, PENNDOT, NJDOT, and MUTCD specifications, guidelines, and requirements.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from engineers, officials, customers, regulatory agencies, or members of the business community. Ability to prepare presentation and speech materials and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or Commissioners.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.). Ability to deal with a variety of abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid active license as a Professional Engineer issued by the Commonwealth of Pennsylvania or the State of New Jersey. Valid New Jersey or Pennsylvania driver's license.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and outside weather conditions. The noise level in the work environment is usually moderate.

ADDITIONAL NOTES:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed to meet the ongoing needs of the organization.