



The Rhode Island Public Transit Authority (RIPTA) is recruiting ***internally and externally*** for one or more position(s) of Junior Project Manager. This is a Non-Represented position.

Position Title: JUNIOR PROJECT MANAGER
Posting Period: August 28, 2020 through September 11, 2020
Salary: \$68,329.56 to \$85,411.95 Annum
Reports To: Senior Project Manager
Union Affiliation: This is a Non-Represented Position

Summary of Position:

The Junior Project Manager will assist the Senior Project Manager and Project Manager with the development and implementation of RIPTA capital projects from project inception (planning) through the design phase (conceptual, preliminary, and final) and the construction phase (including project close-out), with responsibility for quality and control of schedule and budget. This position will work closely with all RIPTA departments and assist in the formulation and development of various plans and programs in the field of intermodal transit operations and sustainability, and to do related work as required.

In order to perform the essential duties of which some, but not all are listed below, this position must possess transit, public sector or public works experience, and knowledge of federal contracting requirements as well as experience and knowledge of federal grant rules/restrictions and FTA rules and guidelines.

Essential Duties and Responsibilities:

1. Assists in building and maintaining collaborative relationships within RIPTA Divisions; State and Local government, external agencies including other public transportation agencies to deliver large-scale capital construction projects in accordance with all Rhode Island and Federal regulations and in coordination with internal, state, and local stakeholders;
2. Assists in the preparation of technical feasibility report of project scope and objectives, involving all relevant stakeholders;
3. Assists in the development of detailed project plans, ensuring resource availability and allocation to maintain delivery within scope, timeline and budget as determined by RIPTA's Capital Plan;
4. Responsible for the coordination of internal resources, people and processes to ensure for the flawless execution of projects producing the desired results;
5. Create and maintain comprehensive project documentation;
6. Use appropriate verification techniques to manage changes in project scope, schedule and costs;
7. Assists the Sr. Project Manager and Project Manager in the preparation of presentations before boards, commissions, community groups, and stakeholder agencies;
8. Identify potential funding sources, including Federal grant opportunities;
9. Develop detailed plan to measure, track and report on project performance;
10. Create procedures and rules for systematic, consistent delivery of capital projects;
11. Performs other related duties as assigned.

The above duties and responsibilities are not intended to limit specific duties and responsibilities of any particular position, nor are they intended to limit in any way the right of supervisors to assign, direct, and control the work of employees under their supervision.

Qualification Requirements:

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.

Basic Knowledge and Experience:

- A thorough knowledge of principles and practices of project management and demonstrated work history of project management;
- Candidate must have a strong history of math and budgetary work performance and superior communication skills;
- Ability to understand and respond appropriately to the diverse perspectives of project partners;
- Ability to plan, organize, and prioritize; coordinate multiple/complex tasks and activities; and work both independently and in a team environment;
- Strong research, analytical, creative thinking, and problem-solving skills;
- Ability to identify opportunities to build on existing efforts and take them to the next level;
- Willingness to travel around Rhode Island to meet with stakeholders in all regions
- Commitment to public transit and sustainability;
- Ability to maintain best-proven practices in project management;
- Ability to motivate, resolve conflicts and make difficult decisions affecting employees and stakeholders;
- Report and escalate issues to Chief of Security as needed;
- Must be proficient in windows-based computer applications;
- Any combination of education and experience may be substituted for minimum requirements.

Education:

Such as may have been gained through: graduation from a college of recognized standing with specialization in project management, transportation planning, environmental sustainability or a closely related field; and experience such as may have been gained through employment in a highly responsible position involving the administration of programs in such specialty areas as, intermodal transportation planning.

OR: Any combination of education and experience that shall be substantially equivalent to the above education and experience.

Independent Action:

Ability to independently plan, organize, prioritize and manage multiple projects and priorities with accuracy and close attention to detail.

Supervisory Responsibility:

None

Selection Process:

- Interested applicants should submit their resume and written request to the Human Resources Department by due date;
- May be required to pass an oral interview and/or written test;
- Applicant will be required to pass a nationwide full criminal background check to be conducted by RIPTA;
- Applicant will be required to submit a Bureau of Criminal Investigation (BCI) from their state of residence to Human Resources when a conditional offer of employment has been made;
- Applicant must provide RIPTA copies of any licensure and/or certifications required to perform job duties prior to appointment;
- Applicant must provide RIPTA a copy of degree and/or transcripts from accredited educational institution;
- Applicants claiming Military status; should submit a copy of the DD-214 form.

Interested applicants should submit their cover letter, resume and RIPTA employment application to the Human Resources Department at 705 Elmwood Avenue, Providence, RI 02907 no later than Friday, September 11, 2020 or email humanresources@ripta.com. RIPTA employment application is located on www.ripta.com/careers.

RIPTA is an Equal Opportunity Employer: It is the policy of the Rhode Island Public Transit Authority that no employee or applicant for employment will be discriminated against regardless of race, color, sex, age, national origin, religion, disability status, veteran status, sexual orientation, marital status and/or gender identity or expression.