



DEPARTMENT OF

INFRASTRUCTURE AND DEVELOPMENT

Transportation Manager

Salary: \$71,343

Type: Full Time

Benefits: Full Benefits

Closing Date: Open Until Filled

About DID

The Infrastructure and Development Department is responsible for administering all infrastructure and development projects in the City. The Department is the one-stop-shop for Developers entering the City to have projects reviewed through all phases, including Planning, Engineering, Traffic Control, Building Permits, Fire Marshal, and Construction Inspection.

Profile

The Transportation Manager is a supervisory level position that is responsible for planning, assigning, supervising and reviewing the work of assigned staff members. This position provides technical review of new development projects for compliance with city codes, state regulations, and federal standards for concrete, sidewalks, streets, bike lanes and general transportation projects within the City of Salisbury. The Transportation Manager oversees policy implementation, development of short- and long-range goals and objectives, the coordination of all transportation functions, overall project preparation, and the development and control of project schedules. The Transportation Manager leads, participates in, and delivers a wide variety of multi-discipline City infrastructure and transportation projects and programs.

Preferred Education

Bachelor's degree in engineering/ Construction Management/Planning or an equivalent combination of education and experience.

Preferred Experience

At least three (3) years of relevant experience involving systems appropriate to local government operations is preferred.

Requirements/Certifications

Must complete Temporary Traffic Control Manager course within six (6) months of hire.

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

City of Salisbury, MD

Classification Description

Classification Title: Transportation Manager

Grade: M7

Department: Infrastructure & Development

FLSA Status: E

Date: 3/27/24

Position Profile: The Transportation Manager is a supervisory level position that is responsible for planning, assigning, supervising and reviewing the work of assigned staff members. This position provides technical review of new development projects for compliance with city codes, state regulations, and federal standards for concrete, sidewalks, streets, bike lanes and general transportation projects within the City of Salisbury. The Transportation Manager oversees policy implementation, development of short- and long-range goals and objectives, the coordination of all transportation functions, overall project preparation, and the development and control of project schedules. The Transportation Manager leads, participates in, and delivers a wide variety of multi-discipline City infrastructure and transportation projects and programs.

Duties and Responsibilities

Administration/Project Management: Initiates and manages projects to completion. Delegates tasks and responsibilities effectively; Holds team accountable for actions and provides support when necessary.

- Generate and manage Citywide paving, concrete and streetscaping contracts.
- Assigns and reviews the work assignments of project engineers and consultants.
- Provides technical support to project managers, owners, and developers.
- Develops and implements program and project level processes, procedures, and performance metrics.
- Coordinate inspections for street resurfacing with Transportation Project Manager.
- Coordinate with Planning and Development and Grant Application teams to apply for grant dollars for construction of transportation facilities.
- Contact and negotiate with private interests for proposed utility easements as needed. Interact with local, state and federal agencies for permit acquisition as required by law.
- Provides technical review and comments on developers site plans by interpreting and applying applicable State, County and City codes, ordinances and regulations.
- Assist in the hiring, supervising, training and monitoring the performance of assigned personnel. ensures staff compliance with City policies, procedures and safety practices.
- Effectively supervise, plan, and coordinate the work of staff in order to accomplish department goals and objectives.
- Review design of proposed City streets, bike lanes, pedestrian crosswalks, sidewalks and traffic operations for compliance with city codes, state regulations, and federal standards.

Skills Proficiency/Flexible Capability: Ability to develop and adapt skills and processes to complete assignments.

- Interact with developers, consulting engineers, surveyors, architects, general contractors,

- subcontractors, and the general public.
- Liaison and serve as point of contact for all State Highway Administration and Salisbury University transportation projects.
- Effectively and accurately make reasonable and logical judgments, report and communicate information, prepare, organize and track information.
- Effectively prioritize and multitask with attention to detail.
- Accurately prepare and maintain records and files.
- Schedule and oversee pre-bid and pre-construction meetings with contractor(s).

Leadership/Asset Builder: Leverages the strengths of others to achieve common goals and position team for growth and stability.

- Assesses and monitors the workload of assigned personnel to ensure the efficiency and effectiveness of service delivery.
- Effectively motivate and guide employees and vendors.
- Conducts meetings with the transportation division and individual staff.
- Ability to handle situations and maintain a high degree of confidentiality.
- Excellent time management, organizational interpersonal skills.
- Provides direction, and assists in resolving problems encountered.
- Collaborates with the other City departments at the direction of the Deputy Director of Infrastructure and Development.

Stewardship/Systems: Improves work methods, procedures and team dynamics to increase productivity. Eliminates unnecessary activities.

- Participates in the managing of department budget and provides budget request pertaining to street construction.
- Coordinates 5-Year Streets Program and Capital Improvement Plan proposal.
- Coordinates the required advertising for bids, reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.
- Review and process payment requisitions, addendums, change orders, cost estimates.
- Recommend priorities, schedules, and funding sources to implement city infrastructure and transportation improvement plans.

Development/Staff Development: Participate and provide opportunities to engage in professional development.

- Serve as point of contact with employees and vendors and assist with their requests.
- Assists in the mentoring of junior level project managers as a part of a development initiative.
- Work on improving leadership skills by attending relevant meetings and trainings.
- Keeps informed on current department practices, new trends or changes in technology and other legal issues by attending workshops and educational programs or reading specialized literature.

Performance Expectations

- Communication: Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- Work Ethic: Demonstrates personal accountability, effective work habits, integrity and ethical behavior. Position requires attendance at evening meetings or events.
- Teamwork: Works well as a leader of and part of a team through respectful and collaborative

relationships with colleagues, customers, affiliates and stakeholder groups.

- Problem Solving: Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- Initiative: Takes charge before others do and/or without being instructed.

Education and Experience

- Bachelor's degree in in engineering/ Construction Management/Planning; or an equivalent combination of education and experience.
- At least three (3) years of relevant experience involving systems appropriate to local government operations is preferred
- Ability to effectively communicate with the public courteously and tactfully at all times.
- Capability to solve problems creatively, establish facts and draw valid conclusions.
- Valid Driver's License
- Must complete all appropriate FEMA Certifications within six (6) months of hire.
- Must complete Temporary Traffic Control Manager course within six (6) months of hire.

Physical Requirements

- Works in a field environment up to 50% of the time
- Often standing for long periods of time
- Often works in vicinity of heavy construction equipment Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.