



DEPARTMENT OF

INFRASTRUCTURE AND DEVELOPMENT

Project Manager - Transportation

Salary: \$56,647

Type: Full Time

Benefits: Exempt

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 Project Manager of Transportation works under general supervision and provides project management and technical support in all areas of transportation safety, concrete, streets, traffic operations and general transportation projects within the City of Salisbury's utility easements and right-of-ways. This includes the construction of bike facilities and infrastructure, speed limit reductions, directional changes, street name changes, removal of parking spaces, street closures and street abandonments. The Project Manager of Transportation acts as a liaison and provides support to outside agencies and Advisory Committees.

Preferred Education

Associate's degree in Engineering, Construction Management or Planning. Bachelor's preferred or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Preferred Experience

At least five years of applicable and progressive experience in construction, construction planning, or construction inspection or equivalent training, education and/or experience.
Highly organized with good attention to detail
Strong problem-solving and analytical skills

Requirements/Certifications

Excellent written/verbal communication and interpersonal skills. Valid Maryland Driver's License.

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: Project Manager – Transportation

Grade: 10

Department: Infrastructure & Development

FLSA Status: NE

Date: 1/19/2024

Position Profile: Under the general supervision of the assigned supervisor, provides project management and technical support in all areas of transportation safety, concrete, streets, traffic operations and general transportation projects within the City of Salisbury's utility easements and right-of-ways; performs other duties as assigned.

Duties and Responsibilities

Administrative Planning/Project Management: Initiates and manages projects to completion

- Completes engineering design and reviews projects including streets, bikeways, traffic control, curb and gutters
- Manage projects associated with the construction of bike facilities and infrastructure, speed limit reductions, directional changes, street name changes, removal of parking spaces, street closures and street abandonments
- Performs project management of the work performed by consultants to ensure adherence to contract budget, time line, and scope of work
- Review and process payment requisitions, addendums, change orders, cost estimates, etc.
- Communicates with and explains relevant project information to others regarding project tasks
- Performs constructability reviews for both infrastructure and development projects
- Prepares and maintains reports and documents
- Coordinates street resurfacing
- Keeps supervisor informed of new trends or technology as well as any unusual or detrimental conditions including equipment malfunctions and process problems
- Use and update GIS database for streets, sidewalks, bicycle infrastructure, ADA infrastructure etc. to include street condition evaluations
- Responds to public complaints and requests for estimates concerning curbs, gutters, sidewalks and streets
- Performs other duties as assigned

Skills Proficiency/Flexible Capability: Have knowledge of department processes and procedures, effectively prioritize and multitask with attention to details.

- Excellent organizational and interpersonal skills including written and verbal communication skills.
- Ability to handle customers and interact professionally with the general public and other departments' personnel.
- Ability to make recommendations to effectively resolve problems or issues by using judgment that is consistent with standard practices, policies, procedures, regulation or government law.
- Maintain effective working relationships.
- Tracks and responds to citizen inquiries, complaints, and permit requests.

- Effectively communicate and maintain effective working relationships with other staff members and members of the public.
- Act as a representative of the City of Salisbury to the public.
- Effectively, efficiently and courteously report and communicate information to Department clients.
- Effectively and efficiently organize and track documents.

Leadership: Provides guidance and oversight, instills confidence and inspires action while maintaining accountability by communicating information and explaining policies.

- Ability to handle situations and maintain a high degree of confidentiality.
- Excellent time management, organizational, and interpersonal skills.
- Provides direction, and assists in resolving problems encountered.
- Acts as liaison between teams or sections, external departments and outside agencies, groups and organizations.
- Provides support at Bicycle and Pedestrian Advisory Committee meetings by preparing agendas, sending notice and preparing minutes and decision letters.

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

- Provides budget request pertaining to street construction
- Maintains and track computer records using spreadsheets and software programs.
- Ability keep records in acceptable manner, to plan and organize work
- Knowledge of Microsoft Office Suite, the Internet, MUNIS, e-mailing systems, and other relevant software

Development/Staff Development: Participate in opportunities to earn or maintain professional credentials and certifications.

- Keeps informed on current department practices by attending workshops and educational programs or reading specialized literature.
- Participate in Development meetings and provided status updates on projects.

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.
- **Teamwork:** Works well as a 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

- Associate's degree in engineering/ Construction Management/Planning, Bachelor's preferred
- Five years of experience in engineering and/or construction
- Or equivalent training, education, and/or experience
- Valid Driver's License.

Physical Requirements

- Works in a field environment 50% of the time
- Often standing for long periods of time
- Often works in vicinity of heavy construction equipment
- Office 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.