



RESIDENT ENGINEER/PROJECT COORDINATOR

The Maine Turnpike Authority (MTA) is seeking a Resident Engineer/Project Coordinator. Significant field experience as a Resident Engineer or Project Manager on Highway/Bridge projects is required.

Please visit our website at www.mainteturnpike.com for complete job description and requirements. We offer a competitive salary and a comprehensive benefits package. Interested applicants shall forward a resume and cover letter with salary requirement to:

Human Resources Department
Attn: Resident Engineer/Project Coordinator
Maine Turnpike Authority
2360 Congress Street
Portland ME 04102

Applicants may also submit materials via email to: jobapplications@maineturnpike.com *No phone calls please.*

*The Maine Turnpike Authority is an EEO Employer.
Women and Minorities are encouraged to apply.*



MAINE TURNPIKE AUTHORITY Job Description

Job Title: Resident Engineer/Project Coordinator
Department: Building Maintenance and Engineering
Reports To: Project Administrator
FLSA Status: Exempt

Summary: This is a highly skilled, administrative, technical, and professional level position which will be the Authority's primary representative on contracted construction projects providing assurance that the contractor is in conformance with the specifications and plans. The Resident Engineer/Project Coordinator will work closely with consultants and other staff to coordinate project design and development, perform design and provide quality assurance monitoring on contracted Highway, Bridge and Building related projects. Professional contact with staff, consultants, suppliers, contractors and the general public is required.

Essential Duties and Responsibilities

****This job description reflects management's assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned.***

Acts as an assistant to or as a Resident Construction Engineer on one or more assigned construction projects, assuring quality and workmanship and conformance to contract specifications and plans.

Performs duties as a Project Coordinator, coordinating design work, and other project development activities as needed. Coordinates MTA staff, consultants and others and performs necessary work including field research, design, and oversee drafting, to provide plans, specifications and engineering estimates for projects as needed.

Reviews highway, building and bridge projects during planning stages to determine environmental and conformity with MTA policies and practices. Oversees contractor operations for stormwater requirements for projects, inspects projects during and after construction for compliance to said requirements.

May perform design work such as drainage, slope treatment, template, and depth of foundation base details, pavement structure, highway design, and ancillary highway design utilizing standard procedures, AASHTO and Maine Turnpike guidelines.

Performs shop drawing or submittal reviews as needed or delegates to other technical staff or consultants.

Works closely with design engineer, contractor and MTA engineering team for quick resolution on all project disputes and needed contract changes.

Inspects or delegates to other technical staff testing for proper type and amount of materials, moisture content, curing time, proper alignment, width and grade, and proper drainage. Inspects all important construction features of large structures or highway projects or delegates these duties to technical or consultant staff.

This position will coordinate and facilitate routine project meetings with other staff, consultants, inspectors, outside agencies and contractor,

Be able to process and manage project documentation and process contractor estimates and change orders, including reviewing and negotiating contract change orders on behalf of the Authority;

Monitors performance and coordinates needed work of consultant resources performing quality assurance tasks on the projects including independent lab testing;

Provides full and final documentation and recommendations regarding final acceptance of the project when completed.

Works with MTA Engineering team to provide input on constructability reviews for project development, and when applicable suggested edits and changes to MTA standard details, specifications and guideline documents.

Assures safety of traveling public and MTA employees on projects.

Direct other or uses applicable computer software and Computer aided design and drafting (CADD) software to create drawings and plans for project use.

Performs related work as required.

Supervisory Responsibilities

The ability to effectively interact with employees and outside professionals at all levels and in all forums is key to the success of these positions. The position trains, mentors, coaches and evaluates skilled and semi-skilled technical personnel and delegates complex task assignments in order to accomplish assigned tasks. Work is performed under limited supervision.

Required Knowledge, Skills and Abilities

- Must possess considerable knowledge of the investigation, design and construction of highways, bridges and structures;
- Contemporary knowledge of building materials, concrete and bituminous products is required;
- Demonstrate good communications skills and ability to manage and coordinate other inspection and testing staff on assigned project;
- Must be competent in the use of a personal computer and software including Microsoft Word, Excel and Outlook;
- Must have working knowledge and familiarity with the Manual on Uniform Traffic Control Devices and typical applications for work zones on high-volume roadways.

Education and/or Experience

Bachelor's degree (B.S.) in Civil Engineering (or related engineering field) is required.

A minimum of 4 years experience as a Resident Inspector/Engineer or Project Manager on highway or bridge construction projects is required if a Professional Engineer or a minimum of 8 years progressively responsible experience as a Resident Inspector/Engineer or Project Manager on Bridge and Highway construction projects is required.

Prefer a minimum 2 years experience performing highway/bridge design.

Prefer possesses considerable knowledge of the environmental and natural resources regulatory arena including requirements for wetland and stormwater permitting for linear transportation projects.

Certificates, Licenses, Registrations

- Must possess and maintain a valid State of Maine driver's license.
- Professional Engineer (P.E.) license in Maine or have minimum experience as described under Education and/or Experience section.
- Certification as a Maine Concrete Technician and as a New England Transportation Technician Certification Program (NETTCP) HMA Paving Inspector or ability to become certified within 12 months is preferred. Further NETTCP certification in specialized area such as Soils, Concrete

field inspector, or Asphalt Plant technician is preferred.

- OSHA 10 certification or ability to become certified within 6 months is required.

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 customers, regulatory agencies, or members of the business community. Ability to effectively present information to management.

Mathematical Skills

Ability to comprehend and apply principles of advance calculus, modern algebra, and advance statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

Reasoning Ability

Considerable ability to exercise judgment and discretion in the application of policies and procedures. Demonstrated ability to recognize the need for procedural or operational changes and to inform appropriate parties or persons. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Physical Demands

- Frequently required to stand, communicate and listen intently.
- Occasionally required to walk, sit, use hands to manipulate, handle or feel. Reach with hands and arms; and stoop, kneel, crouch or crawl.
- Regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Sufficient physical stamina to work long hours under occasional adverse weather conditions. Climb slopes and uneven ground on regular basis.

Pay Range

Non Confidential/Professional & Technical group pay range 17 (hourly)

Working Hours

Typical hours are Monday through Friday, 7:00 am to 4:00 pm, though this position is subject to working some non-routine hours. Employee must be available to come in early, work late or work on weekends on occasion. Resident Engineer positions will require employees to work beyond 40 hours in a week on a regular basis during the construction season.

Work Environment

- This is both an office and field position working on active construction projects.
- Will be exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, and year-round outside weather conditions.
- Will be exposed to heavy equipment noise on a regular basis.
- Frequently exposed to the dangers of moving vehicles of all sizes and types, road maintenance and vehicle repair activities.

****The physical requirements and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.***

Approved By: SRT PSM
11/21/2011

Approved Date: _____