



The Rhode Island Public Transit Authority (RIPTA) is recruiting internally and externally to the position of **Senior Project Manager**. This is a Non-Represented position.

**Position:** Senior Project Manager

**Posting Period:** July 30, 2020 through August 14, 2020

**Salary:** \$90,480.77 to \$113,100.97 Annum  
Salary to Commensurate Based on Experience

**Union Affiliation:** This is a Non-Represented Position

**Reports To:** Chief of Strategic Advancement

**Summary of Position:**

This position will work closely and lead cross-functional teams with all RIPTA departments as well as manage relationships with external groups and stakeholders. This position will serve to strengthen cross-project collaboration and implement agency organization and delivery policies, which may include but are not limited to fiscal and policy analysis, research, scope, execution and concluding various projects affecting RIPTA services and stakeholders.

The Senior Project Manager will manage 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 full responsibility for quality and control of schedule and budget.

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. 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. Perform technical feasibility report of project scope and objectives, involving all relevant stakeholders;
3. Develop detailed project plans, ensuring resource availability and allocation to maintain delivery within scope, timeline and budget as determined by RIPTA's Capital Plan;
4. Establish, oversee and maintain relationships with 3<sup>rd</sup> party vendors for various RIPTA projects;
5. Coordinating internal resources, people and processes to ensure for the flawless execution of projects producing the desired results;
6. Create and maintain comprehensive project documentation;
7. Use appropriate verification techniques to manage changes in project scope, schedule and costs;
8. Develop detailed plan to measure, track and report on project performance;
9. Create procedures and rules for systematic, consistent delivery of capital projects;
10. Any other duties as determined by the Chief of Strategic Advancement.

*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 demonstrated by 10+ years' work history of project management. Candidate must have a strong history of math and budgetary work performance and superior communication skills;

### **Education:**

An Associate's Degree, Bachelor's degree preferred and/or any combination of education and experience with the one or more of the following certifications;

- PMP: Project Management
- Professional; PRINCE2 Foundation/PRINCE2 Practitioner

### **Specific Skill Experience:**

- Ability to maintain best-proven practices in project management;
- Ability to motivate, resolve conflicts and make hard decisions affecting employees and stakeholders;
- Report and escalate to Chief of Strategic Advancement as needed;
- Engineering background preferred;
- Must be proficient in windows-based computer applications;
- Must possess excellent oral and written communication skills;

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

### **Independent Action:**

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

### **Supervisory Responsibility:**

- Will assume project supervisory responsibility for employees throughout the life of designated projects in coordination with department managers.
- May have oversight of general Project Manager(s) and/or independent contractors who may be employed throughout various stages of project execution.

### **Selection Process:**

- Interested applicants should submit their resume and written request to the Human Resources Department by due date;
- 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;
- Applicant will be required to pass a nationwide full criminal background check to be conducted by RIPTA;
- Applicants claiming Military status; should submit a copy of the DD-214 form;
- May be required to pass an oral interview and/or written test;

**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, August 14, 2019 or email [humanresources@ripta.com](mailto:humanresources@ripta.com). RIPTA employment application is located on [www.ripta.com/careers](http://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.