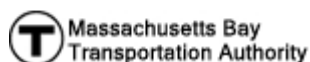


MASSACHUSETTS BAY TRANSPORTATION AUTHORITY
invites applications for the position of:



Assistant General Manager for Capital Delivery

JOB #:	19-17396
OPENING DATE:	08/22/19
CLOSING DATE:	09/05/19 11:59 PM
SALARY:	\$220,000.00 - \$230,000.00 Annually
UNION AFFILIATION:	Executive
DEPT:	Capital Delivery
LICENSES/CERTIFICATIONS:	None Required
SAFETY SENSITIVE:	This is not a Safety Sensitive Position.
ESSENTIAL CLASSIFICATION:	This is a non-essential classification.

JOB SUMMARY:

The Assistant General Manager (AGM) for Capital Delivery leads a team of 220 professionals responsible for the delivery of the MBTA's \$8.0 Billion 5-year Capital Program. Program priorities include Reliability (State of Good Repair), Modernization, and Expansion. Capital Projects encompass track, signal, power, bridges, transit stations, and other facilities. The AGM defines and articulates a vision for the successful development and execution of the capital investment program and directs the efforts of a diverse staff of professionals to deliver that program on time and on budget. She/He will work with MBTA leadership to craft an implementation plan for realignment of the Authority's management and execution of the annual capital investment plan so as to deliver high quality, cost efficient major maintenance, renewal, modernization and expansion work on the Authority's \$20 billion infrastructure assets. Reporting directly to the Chief of Capital Programs, the AGM works closely with the Chief Engineer, the AGM for Systems Maintenance, and other organizational elements of the MBTA to insure cross-functional coordination of project activity with operational outcomes, day to day maintenance and finance and administration requirements.

The AGM must be adept at solving complex technical, program and management issues, and equally adept at obtaining internal and external stakeholder acceptance of project design and delivery decisions. She/He must be particularly skilled in developing an integrated management team and in working across departments to effectively support the capital delivery program while minimizing impact on day to day operations of the system. Above all, the AGM is empowered to set strategic priorities, develop performance goals and metrics, apply innovative design, construction and program management methods, make decisions and solve problems to lead the transformation of MBTA's capital delivery program.

DUTIES & RESPONSIBILITIES:

The AGM for Capital Delivery is the senior executive accountable for the on-schedule, on-budget delivery of the MBTA's construction program. She/He:

- Reports directly to the Chief of Capital Programs, other senior executives, and subject to the oversight of the MBTA Fiscal & Management Control Board.
- Develops a vision, performance goals and metrics, policies and procedures to guide Capital Delivery.

- Develops and maintains realistic program and project budgets, and schedules for the projects in the MBTA's 5-year CIP.
- Hires, directs, maintains and leads a team of engineers, architects, program managers, project managers, and other technical and administrative professionals who, collectively, manage the efforts of third party engineering, architectural and construction firms providing engineering, design and construction services under contract with the Authority.
- Insures project development, design and construction activity is internally coordinated with MBTA operations, vehicle engineering, and maintenance functions and project management actions adhere to procurement and fiscal policy and practice.
- Works collaboratively with the Chief of Capital Oversight & supports integration of existing but dispersed functions (project controls, change order management, reporting and budget analysis) into a new Program Controls Department.
- Works closely with the Program Development office on selection and implementation of a Program Management Information System (PMIS) and the development of standardized and integrated program level processes and tools for effective monitoring and early problem identification.
- Collaborates with all stakeholders including local, state, and federal agencies including the Federal Transit Authority (FTA).
- Prepares reports for and delivers presentations to MassDOT, the MBTA Fiscal & Management Control Board, elected officials, regulatory bodies, community groups and the media on projects including addressing issues of potentially sensitive nature.
- Supervises and manages through department Directors and Deputy Directors, a staff of approximately 220 employees of whom most are members of one of four bargaining units.
- Insures staff and contractors respond to site emergencies twenty-four (24) hours per day, seven (7) days per week and coordinate recovery actions with MBTA operations.
- Upholds the rights and interests of the Authority while building and maintaining an effective relationship with employees.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- Bachelor's Degree in Engineering, Architecture, Construction Management or Business Administration.
- Demonstrated success as the senior responsible executive in charge of delivering a major capital program of works, preferably transit or multi-discipline infrastructure programs.
- Demonstrated success leading \$400+ million annual design and construction programs, preferably transit or multi-discipline infrastructure programs.
- Successful experience working bargaining units on labor relations issues.
- Registration as a Professional Engineer or Architect in the Commonwealth of Massachusetts or able to obtain registration within a reasonable period.
- Minimum of fifteen (15) years of experience in leading and managing large construction programs and projects in the public and/or private sectors.
- Minimum of Five (5) years of related experience in a supervisory capacity.
- Demonstrated success developing realistic and attainable project budgets and schedules.
- Demonstrated experience working collaboratively with local, state, and federal agencies and governance boards.
- Effective organizational, analytical, confidentiality, multi-tasking and time management skills
- Leadership experience communicating with customers, employees, vendors, contractors, designers, elected officials, community leaders, and state and federal officials. Proven ability to effectively respond to media inquiries.
- Solid presentation and conflict resolution skills.

Preferences Include:

- Masters in Civil Engineering or equivalent in a related field from an accredited institution
- Professional registration in engineering, architecture, or other relevant field preferred
- **Certified Construction Manager or Program Management Professional certification preferred**

SUBSTITUTIONS INCLUDE:

None.

The above statements are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this job. The Authority is advertising the above vacancy notice as a matter of policy without waiving any rights under the law or establishing a precedent. Further, the Authority reaffirms its right to select candidates from any source.

The MBTA/MASSDOT is an Affirmative Action/Equal Opportunity Employer.

If you are a person with a disability and need this posting in an alternate format, such as Brailled, large printed or audio, please contact the Americans with Disabilities Act Coordinator at 857-368-8744.

If this information is needed in another language, please contact the MassDOT Title VI Specialist at 857-368-8580.

Si necesita esta información en otro idioma, por favor contacte al especialista de MassDOT del Título VI al 857-368-8580.

Caso esta informação seja necessária em outro idioma, favor contar o Especialista em Título VI do MassDOT pelo telefone 857-368-8580.

如果需要使用其它語言了解信息，請聯繫馬薩諸塞州交通部（MassDOT）民權法案第六章專員，電話 857-368-8580。

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.mbta.com>

Position #19-17396
ASSISTANT GENERAL MANAGER FOR CAPITAL DELIVERY

RF

10 Park Plaza Room 4810
Boston, MA 02116
617-222-5855

Employment Benefits at the MBTA

The MBTA offers a comprehensive benefits package to its employees. Types of benefits offered by the MBTA include the following (subject to union affiliation of the position you are applying to):

- Health Insurance
- Basic and Supplemental Life Insurance
- Retirement Plan
- Dental and Vision Insurance
- Paid Vacation
- Paid Sick Time
- Paid Holidays
- Flexible Spending Accounts
- Commuter Choice Assistance Program
- Tuition Reimbursement

The above information is meant to be a general overview of the benefit programs offered by the MBTA. This summary is not a contract and is not meant to change the provisions of union contracts or Authority policy and does not establish a binding past practice.

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Agency

Massachusetts Bay Transportation Authority

Address

10 Park Plaza Room 4810

Boston, Massachusetts, 02116

Phone

617-222-5855

Website

<http://www.mbta.com>