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## **Railroad Industry Opportunity: Project Development Engineer**

### **Description:**

The Northern Indiana Commuter Transportation District (NICTD) owns, operates and maintains the South Shore Line passenger rail service. NICTD is seeking highly qualified and experienced candidates for a key senior-level engineering role within the agency. Reporting to the Chief Infrastructure Development Officer, the Project Development Engineer shall assist NICTD with the engineering associated with the federal grant process for the NICTD West Lake Project (estimated cost \$600 million) and the Double Track Northwest Indiana Project (estimated cost \$290 million). This position will also work on other engineering assignments associated with capital improvements on the South Shore Line.

This is a unique opportunity to help shape the future of the South Shore Line and the regional economy for the next 100 years. The successful candidate will join a team that is dedicated to successfully completing both major capital investments on time and on budget.

### **Duties and Responsibilities:**

- Review engineering contract drawings, specifications, reports and related documents for grant applications
- Assist team staff in preparation of Request for Proposals for engineering, design-bid-build, and design/build projects
- Interact with all design disciplines associated with development of projects
- Manage activities of design consultants for compliance to NICTD standards, goals, and objectives
- Review cost estimates and schedules
- Review consultants' engineering activities related to track, bridges, culverts, station buildings, platforms, roadway, parking lots and maintenance buildings
- Assist team staff in drafting and executing third party agreements for right-of-way easements, utility relocation, and construction access
- Review consultant's contracts for deliverables and adherence to project schedules

- Review change orders from consultants
- Directs and oversee management of projects related to ADA, Clean Air Act, and others as mandated by federal, state, and local regulatory agencies
- Review engineering and architectural submittals for errors, omissions, and application of AREMA standards
- Confer with NICTD management, engineering staff, consultants, and contractors about the design and implementation of projects and how they impact existing train operations
- Participate in developing phasing plans for putting parts of the improvements into service
- Assist team staff with preparation of professional services agreements for design development, construction management, and inspection
- Assist team staff with review of construction bids and proposals
- Assist Chief Infrastructure Development Officer with other duties as required/directed

This position will serve a critical role during the construction of capital projects. Duties include:

- Planning, directing, supervising, and controlling all technical and contractual activities for the projects
- Assist project managers with management of project staff and job-site construction activities
- Manage consultants and team staff performing job site inspections and testing
- Complete reports concerning work progress, costs, and scheduling
- Review consultants' submittals during design-build process for compliance and adherence to design parameters
- Review contracts and facilitate revisions, changes and additions to contractual agreements with architects, consultants, and contractors
- Provide support to the staff team to help ensure the project deliverables are on time, within budget and at the required level of quality
- Review testing plans for putting project components into service
- Review pay submittals from consultants and contractors
- Assist project managers with punch list items and project document close out

**Minimum Qualifications:**

(1) Applicants must meet the following education/experience requirements:

- (a) A bachelor's or higher degree in civil engineering or a related field
- (b) Professional Engineering License
- (c) Demonstrated high-level experience in railroad or related engineering and maintenance activities

- (d) Extensive experience in technical design supervision, planning and scheduling, contracts management, agency coordination, construction methods, operations and procedures
  - (e) Demonstrated experience showing strong interdepartmental leadership with the ability to identify problems and develop and implement solutions
  - (f) Self-starter with the ability to address multiple priorities and meet deadlines
  - (g) Knowledge of FRA track standards including CFR 49 Part 213 Safety Regulations is a plus.
  - (h) Knowledge and application of AREMA standards is a plus.
- (2) Proficient in knowledge and application of Microsoft Windows, and Microsoft Office Suite, AutoCAD and MicroStation
  - (3) Willingness to learn, able to work under occasionally highly stressful or uncertain conditions, excellent verbal and written communication skills, valid driver's license, no recent drug, alcohol, or felony convictions
  - (4) Must be able to fulfill the essential functions of the position, with or without reasonable accommodations. This is an indoor/outdoor position where the employee frequently must be able to work in the type of environmental and climate conditions typical to northwest Indiana, including locations not accessible by motor vehicle.
  - (5) Must read, write, and communicate clearly and fluently in English
  - (6) Must be flexible about unexpected changes in work assignments or priorities
  - (7) Must have reliable transportation to and from Chesterton, Indiana

**Position Schedule:** The anticipated normal work hours are during the daytime, Monday through Friday. Evening and weekend work may be necessary based on project and operational needs. Travel is required within the United States to meet with vendors, professional associations, and others.

**Additional Requirements:**

- (1) Must pass all required assessments
- (2) Must pass a background screening

- (3) May require a post-offer medical examination, including drug and physical capabilities test
- (4) Must possess a valid driver's license

**Salary and Benefits:** Salary is projected within the range of \$65,000 to \$90,000 based on education, skills, and work history. The benefit package includes full health benefits for the employee and family, vacation, compensatory time, supplemental pension, and other fringe benefits received by NICTD management. Details are available during the interview process. The position is eligible for relocation benefits.

**Code of Conduct Statement:** NICTD is committed to maintaining the highest standard of conduct for providing a safe source of public transportation. NICTD job positions are challenging and rewarding. Competitive pay and benefits are provided in a high performance culture that recognizes and values your contributions and helps you reach your career goals.

**How to Apply:** Deliver, mail, fax, or e-mail a resume outlining training, experience and work history not later than 5 p.m., June 1, 2017, to NICTD's Director of Human Resources & Labor Relations at the address below. Late resumes will not be accepted nor will NICTD accept responsibility for misdirected, lost, or misaddressed resumes. Apply early for consideration; NICTD reserves the option to close this opportunity early. Persons who desire confirmation that a resume has been received may contact Ms. Cindy McCann at (219) 874-4221, ext 252. Candidates will be advised after the position closes whether they are selected for an interview. Contact information for delivering resumes:

Mail or hand delivery:

Director Human Resources & Labor Relations  
Northern Indiana Commuter Transportation District  
Attn: Project Development Engineer  
601 N. Roeske Avenue  
Michigan City, IN 46360-2669

Fax: (219) 872-5841

E-Mail: [bjarne.henderson@nictd.com](mailto:bjarne.henderson@nictd.com)

**NICTD IS AN EQUAL OPPORTUNITY EMPLOYER**