



**Employment Opportunity Announcement:      Systems Lead**

The Northern Indiana Commuter Transportation District (NICTD) owns, operates, and maintains the South Shore Line passenger rail service.

NICTD is seeking a qualified and experienced candidate to be considered as its Systems Lead for two major capital projects that the railroad is currently undertaking; the Double Track NWI and West Lake Corridor Projects. Reporting to NICTD's Chief Infrastructure Development Officer, the Systems Lead will act as NICTD's primary in-house engineer for all systems related work on Double Track and West Lake. This work includes all signal design and construction, PTC, traction power, communications, and fiber optics.

This is a unique opportunity to help shape the future of both 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 these capital investment projects on time and within budget.

**Description**

The duties include, but are not limited to, the following:

- Review and provide comments related to constructability from a systems standpoint on all construction documents, plans and specifications, technical memoranda, cost estimates, and other project related materials.
- Gain a full understanding of the proposed work and identify conflicts, errors, and omissions related to the construction of each project.
- Help lead, coordinate, schedule, assign, and inspect the work activities of all other systems engineering staff, consultants, and contractors for the Double Track and West Lake Projects. Work with project staff to issue clarifications on the contract documents and NICTD requirements.

- Assist with managing, supervising, and coordinating General Contractor and construction management consultant contracts, with an emphasis on problem solving and avoiding delays to any of the work.
- Help ensure that each third party contract is completed within scope, schedule, and budget.
- During construction, ensure that contractor submitted materials are appropriately routed for approval and that they are compliant with the technical plans and specifications.
- Help negotiate any change orders related to systems work, perform or obtain independent cost estimates as required, and write up change order requests and other related correspondence to contractors.
- Assist with ensuring that systems related project expenditures and cost estimates are adequately documented and monitored to their completion. Review and approve expenditures with third party construction management consultants, and help maintain accurate documentation and invoicing files.
- Review submittals, requests for information, and other field clarifications with third party construction management staff. Review work sequences, interfaces, and time durations in schedules to identify potential conflicts. Provide suggestions on how to expedite work to meet schedule requirements and track schedule delays.
- Review circuit plans and participate in the planning, installation, and cutover of the signal system for each project with third party construction management staff.
- Be the primary liaison for PTC for both Double Track and West Lake, and interface with staff working on PTC implementation and configuration management. This includes directing, monitoring, controlling, and reporting on all field configuration changes (infrastructure, wayside, and back office) for incorporation into the overall configuration management process.
- Apply innovative approaches to achieve NICTD's goals and objectives. Also ensure that NICTD's processes, policies, and practices are interpreted and applied consistently and effectively, as well as compliant with all current and applicable Federal, State, and local laws, rules, regulations, and industry standards.
- Establish and maintain effective working relationships with other department staff, management, vendors, third party contractors, outside agencies, community groups, and the general public. Serve as a technical resource for other NICTD staff in the area of signal design for installation and construction functions within the railroad.
- Effectively represent NICTD in support of the project managers in meetings with governmental agencies, community groups and various businesses, professional and regulatory organizations, and other various stakeholders.

### **Position Requirements**

The following qualifications and skills are required, or highly desirable, as stated below:

- Bachelor's Degree in electrical engineering, computer engineering, electrical engineering technology, construction management, or other closely related field; OR a minimum of ten (10) years of experience in railroad systems design and construction management including signals, traction power, PTC, communications, and fiber optics; OR an equivalent combination of education and experience.

- The candidate shall also have a minimum of three (3) years of experience in contract administration, estimating, negotiations, and managing third party contractors and consultants in a transit related environment.
- In addition, experience including the design/troubleshooting/testing of signal circuits, interlocking and highway-railway grade crossing warning system locations, and estimating for signal design projects is required.
- Knowledge of AREMA railway standards and recommendations, as well as FRA rules and regulations is required.
- Have a familiarity with installation methods for wayside equipment such as switch machines, signal heads, and signal cases and bungalows, switch heaters, etc.
- Experience with transit infrastructure projects funded by the FTA is preferred.
- The ability to develop, analyze, and manage complex construction schedules.
- The ability to work effectively under pressure, meet deadlines, and adjust to changing priorities.
- The ability to understand construction materials, equipment, means and methods, safety, temporary construction structures, and risks during construction.
- The ability to read and interpret contract documents, plans, and specifications.
- A working knowledge of various procurement strategies, management principles, contract negotiation and administration of construction and design contracts for engineering services, and third party agreements.
- Certification as either a Professional Engineer issued by the State of Indiana, or Construction Manager issued by the Construction Management Certification Institute is highly desired.
- Excellent verbal and written communication skills.
- Good computer/software skills including a working knowledge of Microsoft Office (Word, Excel, PowerPoint, Access, etc.), along with scheduling and contract management programs such as, P3, e-Builder, and ProjectWise.
- A self-starter mentality with the ability to address multiple priorities and meet deadlines.
- Must have a valid driver's license and no recent drug, alcohol, or felony convictions.
- Must pass all required assessments and background screenings.

### **Position Schedule**

The anticipated normal working days are Monday through Friday with office hours of 8:00AM – 5:00PM. Evening and weekend work may occasionally be required based on project and operational needs. Occasional travel may also be required to meet with consultants, vendors, professional associations, and others.

### **Salary and Benefits**

The annual salary is projected within the range of \$75,000 to \$85,000 based on educational background, skills, and work history. Full time management employment benefits such as, but not limited to, health insurance, vacation, Railroad Retirement Board benefits, and supplemental pension are included. Further details are available during the interview process.

**How to Apply**

Deliver, mail, fax, or e-mail a resume outlining your training, experience, and work history no later than 1 p.m., July 2, 2018, to NICTD’s Director of Human Resources & Labor Relations at the address listed below. A cover letter is also encouraged, but not required. Late applications 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 before the stated deadline. Any applicant who desires confirmation that a resume has been received is encouraged to either hand deliver their materials or send them by certified mail. Submission of an application does not guarantee an interview.

**Deliver all resumes to:**

Director Human Resources & Labor Relations

Northern Indiana Commuter Transportation District

Attn: Systems Lead

601 N. Roeske Avenue

Michigan City, IN 46360-2669

Fax: (219) 872-5841

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

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