



**Employment Opportunity Announcement: West Lake Corridor Project
Deputy Project Manager
Contract-to-Hire Position**

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 Deputy Project Manager for our West Lake Corridor Project. Reporting to our West Lake Project Manager, the Deputy PM will assist with executing and monitoring project activities for this major capital expansion project with a current estimated budget of \$645 million.

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 this capital investment project on time and within budget.

Description

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

- Help implement and coordinate all final design, construction, testing, and start-up activities for the West Lake Corridor Project.
- Assist with the executing, tracking and monitoring of third party contracts for adherence to scope, schedule, project budget, and deliverables. Also, help manage all changes to scope, cost, and schedule for the project.

- Oversee the preparation of all required project plans and status reports, technical documents, studies, presentations, and other project related materials for use in a variety of meetings and settings.
- Track project expenditures and review third party invoices for accuracy and consistency with the contract documents.
- Help develop and implement recovery plans for unanticipated delays.
- Help coordinate the project delivery process with an emphasis on safety, budget control, and scope adherence.
- Working with NICTD's Risk Manager, help coordinate the principles of risk management, by identifying risk areas and reporting them to NICTD management, as well as to the rest of the project team.
- Working with NICTD's Quality Manager, help update and maintain any production and/or quality metrics for the project.
- Work to ensure that all project related activities are in full compliance with the Federal Transit Administration's Core Capacity Program requirements, as well as all applicable Federal, State and local requirements.
- Apply all Federal and State funding and project delivery laws, protocols, guidelines, standards, policies, and procedures as needed, in order to help ensure compliance.
- Help coordinate with project stakeholders, including municipalities, community groups, county, State, and Federal regulatory agencies.
- Assist with coordinating meetings and facilitating discussions, in order to effectively resolve project issues with public entities and project stakeholders.
- Interact with the appropriate NICTD departments and outside agencies in order to establish agreements, force account estimates, and the like in support of project work.
- Participate in project performance review meetings and discussions, both internally and with the FTA's PMOC.
- Assist with the coordination of priorities and resources amongst the project team.
- Handles all other duties assigned by the West Lake Project Manager.

Position Requirement

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

- Bachelor's Degree in engineering, engineering technology, architecture, construction management, business administration, logistics, operations, or other related field; AND candidates shall have a minimum of ten (10) years of progressive experiencing managing and coordinating design and construction projects, preferably in a rail/transit environment; OR an equivalent combination of education and experience.
- The candidate shall also have at least three (3) years of experience managing internal or third party consultant staff in a project manager, deputy PM, or project coordinator type of role.
- Experience with transit infrastructure projects funded by the Federal Transit Administration is preferred.
- Familiarity with the principles of a wide range of project delivery methods including design-bid-build, design-build, and CM/GC.

- Familiarity with the basic principles of contracting with third parties for professional services, as well as administering contracts and contract compliance.
- A strong skill set in budget development and compliance, with State and Federal funding sources.
- The ability to manage and successfully work with a multifaceted team including architects, engineers, construction inspectors, technicians, General Contractors and subcontractors, and others in a professional and/or technical manner.
- Capable of negotiating contracts, contract change orders, and resolving contractual disputes.
- The ability to prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- A self-starter who can organize and prioritize a variety of project tasks in an effective and timely manner, set priorities, and meet critical deadlines.
- Someone with a Project Management Professional (PMP) or Certified Business Manager (CBM) certification is desirable.
- Strong leadership qualities with the ability to identify problems and develop and implement solutions.
- Proficient in using Microsoft Office (Word, Excel, PowerPoint, etc.), as well as project management software including a familiarity with Primavera, e-Builder, ProjectWise, and SharePoint.
- Excellent verbal and written communication skills.
- A valid driver's license, as well as no drug, alcohol, or felony convictions.
- Must pass all required assessments and background screenings.

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. As mentioned earlier, this is a contract-to-hire position. The project is expected to last for four (4) years. Upon project completion, the District may offer the manager another at-will opportunity with responsibilities and salary to be determined at that time. 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 applications to:

Director Human Resources & Labor Relations

Northern Indiana Commuter Transportation District

Attn: Double Track – Deputy PM

601 N. Roeske Avenue

Michigan City, IN 46360-2669

Fax: (219) 872-5841

E-Mail: bjarne.henderson@nictd.com

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