

**City of Lowell**  
**Job Description**  
**Please Post: January 22, 2015**  
**Deadline: January 29, 2015**  
**Department of Planning & Development**  
**Transportation Projects Manager**

**Job Title:** Transportation Projects Manager (1100-DH07, 2099)  
**Department:** Division of Planning and Development (DPD)-Projects Team  
**Reports To:** Urban Renewal Projects Manager  
**FLSA Status:** Non-Exempt  
**Union:** Ordinance/ Non-Union Grant Position  
**Salary:** \$42,000(min) to \$50,000(max); 35 hours/week; per City Ordinance; Grant Funded

**SUMMARY**

Supports partnership projects between the City of Lowell and Lowell National Historical Park, specifically focused on multi-nodal transportation initiatives.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** The primary responsibilities for the position include the following:

- Supports ongoing, multi-modal projects through a partnership with the Lowell National Historical Park (LNHP) Leading community outreach meetings review and comment on planning and design documents with project partners.
- Coordination with FTA on Project Development/Project Engineering requirements for trolley expansion, drafting of federal/state grant applications
- Coordination with LNHP on trolley system improvement project
- Management of trolley operations and Service Plan
- Drafting of technical scopes of work for project procurement and technical oversight of Pawtucket Falls Overlook and other canalway/riverwalk projects
- Coordination with LNHP and Massachusetts DCR on easements for Canalway and trolley right of ways
- Development of canalway/riverwalk maintenance plan

**OTHER DUTIES & RESPONSIBILITIES**

Support for DPD Projects Team on other NPS related initiatives. Work can include, but is not necessarily limited to, public outreach, plan development, procurement management and data management. Collaborate with LNHP on new initiatives as developed. Other duties as assigned.

**QUALIFICATIONS**

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.

## **EDUCATION AND/OR EXPERIENCE**

Bachelor of Science (B.S.) or Bachelor of Arts (B.A.) from a four year college or university. A focus on planning, real estate, public sector administration or transportation and/or advanced study is preferred. Ability to work on multiple projects with different deadlines. Must possess strong oral and written communication abilities.

## **KNOWLEDGE, SKILLS & ABILITIES**

Ability to use Microsoft Office suite. Understanding of project management and intergovernmental partnerships preferred.

## **COMPUTER SKILLS**

Possess a thorough knowledge of and familiarity with modern office technology, electronic equipment and software applications and operations. Proficiency in the use of software applications such as Portfolio Manager, Excel, PowerPoint.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence; and to speak effectively before groups of customers or employees of organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situation

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions and risk of electrical shock (electrical outlets). The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

***Qualified individuals send resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ January 29, 2015. Applicants may also send resume with cover letter to fax 978-446-7102 or email to [cityjobs@lowellma.gov](mailto:cityjobs@lowellma.gov)***

EOE/AA/504 Employer