

## **MECHANICAL ENGINEERING PROJECT MANAGER**

**Location: Delaware Memorial Bridge, New Castle, DE**

**\$91,300 to \$110,000 (commensurate with skills)**

**(Grade H)**

**Opening Date: April 5, 2023**

**Closing Date: May 5, 2023**

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### **I. POSITION SUMMARY**

This senior management position will develop and manage multiple maintenance capital projects and performance contracts Authority-wide. Reporting directly to the Director of Maintenance Operations, the Mechanical Project Manager/Engineer develops and manages complex mechanical, electrical, plumbing and facilities capital projects, through performance contracting, critical path scheduling, and other best management practices, to ensure the Authority's comprehensive capital improvement and preventive maintenance program is consistent system-wide; both for Authority-occupied facilities and for various leased facilities. The Mechanical Project Manager/Engineer plays a key role in the development of the department's short- and long-range capital investment strategy using CMMS (Computerized Maintenance Management System) data while integrating proven technology.

### **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develops and implements projects and programs to assist in development of the department's capital plan
- Participates in development, implementation and maintenance of policies, objectives, short- and long-range planning
- Prepares, analyzes, and manages maintenance operating and capital budgets
- Provides professional level engineering development, review, analysis, and recommendations of complex mechanical, electrical, plumbing, and other facility related projects as assigned
- Provides critical path development and management of assigned projects for scheduling milestones and predicting cash flow
- Serves as the Authority's expert in delivering Commissioning services for completed capital projects
- Serves as the Authority's expert in various MEP industry codes
- Develops complex repair scopes of work and performance contracting programs for MEP and facility assets
- Assists in the development of annual and monthly preventive maintenance plans by contributing and reviewing technical content
- Interfaces with regulatory and government agencies, vendors, contractors, and customers on matters related to maintenance operations
- Assists in the procurement process for performance, service and repair contracting
- Participates in environmental planning and compliance with policies and regulations as related to capital projects and operations
- Performs as a liaison amongst internal Authority Departments when managing repair and capital projects
- Acts as the Director's representative during various business transactions with consultants, engineers, tenants and/or external customers

- Provides the highest level of customer service and professionalism to all internal and external customers

### **III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge or the practices and principles of engineering in a diverse multi-modal transportation environment
- Knowledge of management principles and maintenance practices, procedures, and operations
- Knowledge of relevant local, state, federal and industry regulations, and Authority protocols and procedures
- Knowledge of business and financial practices related to maintenance and capital investment
- Knowledge of project management techniques and tools
- Effective leadership
- Effective negotiation skills
- Knowledge of public procurement practices
- Knowledge of electronic asset management databases and work order processing
- Ability to develop and manage capital budgets, cash flow projections and projects
- Ability to identify, develop, and implement strategic and tactical plans and solutions for short and long-term MEP and facilities investments
- Establish and maintain effective working relationships with internal and external contacts such as outside vendors, consultants, engineers, tenants, and contractors
- Ability to read, understand, follow, and enforce safety procedures
- Strong oral and written communication skills
- Ability to provide effective leadership during critical/emergency situations
- Ability to provide superior customer service to all internal and external customers

### **IV. REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's Degree from an accredited college or university with major course work in mechanical or electrical engineering, facilities management, or related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities specifically in the fields of facilities management or public sector maintenance
- At least four (4) years of progressive managerial experience in transportation or maintenance, including direct supervision of maintenance, contractor or consultant workforces (in-house or contracted)
- Strong background in management of multiple, diverse maintenance functions
- Demonstrated experience in strategic planning and project management
- Demonstrated experience in finance/budgeting principles and practices; at least two (2) years of experience in budget development/execution and cost analysis preferred
- Registration as an Engineer-in-Training preferred
- Registration as a Certified Facilities Manager preferred

**V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES**

- Valid driver's license
- Transportation Worker's Identification Credential (TWIC) or the ability to obtain with six (6) months of employment

**VI. SPECIAL REQUIREMENTS**

- Subject to pre-employment physical, drug test and background investigation
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay
- Must be willing and available for duty at such hours, day or night, as may be required in order to maintain continuous operation of the DRBA's facilities. Must be willing and available to respond to emergency situations and effectively lead the Department in completing duties to maintain or restore operational capability

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**If you are interested in applying for this position please complete the on-line application at [www.drba.net](http://www.drba.net). In addition to the online application, please attach a current resume.**

**The Delaware River and Bay Authority is an Equal Opportunity Employer**