



## **Job Posting Program Manager**

### **About BACTS**

Bangor Area Comprehensive Transportation System (BACTS) is a nonprofit focusing on improving transportation in the greater Bangor region. BACTS is an organization designated by the federal and state government to carry out transportation planning in the Greater Bangor area. The BACTS region includes 11 municipalities including Penobscot Indian Island. BACTS is governed by a Policy Committee composed of representatives from each member municipality. BACTS evaluates and programs transportation improvement projects throughout the region. BACTS also facilitates communication between its member communities, the regional transit agency and state and federal transportation agencies.

### **Position Summary**

The Program Manager will serve as the lead on independent contracts such as the Maine Department of Transportation (MaineDOT) Rural contract and the Traffic Incident Management Contract, or others as directed by the Executive Director. The Program Manager is responsible for managing a variety of BACTS transportation projects and studies in support of BACTS regional goals and priorities, at the direction of the Executive Director. The Program Manager will also perform other duties and tasks as assigned by the Executive Director.

### **Representative Duties and Responsibilities**

- Manage MaineDOT Rural Contract.
  - Assist rural municipalities in Penobscot County with transportation planning
  - Provide technical assistance to the rural communities in Penobscot County
  - Act as the liaison between the rural communities in Penobscot County and the MaineDOT
- Manage Transportation Incident Management Contract.
  - Facilitate quarterly Traffic Incident Management meetings with local and state emergency response personnel
  - Coordinate training opportunities for emergency response personnel
  - Collaborate with MaineDOT in implementing the statewide TIMS strategic plan
- Assist with the development, solicitation, and scoring process for RFP's, including independent government estimates.
- Assist with the development of consultant contracts.
- Provide support and participate in BACTS committees meetings, prepare content and presentations, as requested.
- Represent BACTS on working groups, committees, and task forces as assigned by the Executive Director .
- Support the development, update, and implementation of the Metropolitan Transportation Plan.
- Support the development, update, and implementation of the Transportation Improvement Plan (TIP).
- Assist with development of the TIP project scoring for the capital program.
- Support the development and implementation of the Unified Planning Work Program.
- Lead and/or assist with Local Project Administration, as assigned by the Executive Director.
- Lead and/or assist with data collection for members or for transportation planning purposes. Data includes traffic counts, pavement conditions, accident data, and traffic signal data.
- Maintain professional relationships with member municipalities, MaineDOT, and Federal Highway Administration.

### **Required Skills and Qualifications / Physical Requirements**

- Strong technical and analytical skills
- Strong communication skills, practically with technical information
- Broad knowledge of local, state, and federal transportation regulation and programs
- Strong organizational skills, including file management
- Excellent organizational and time management skills and ability to respond promptly to multiple competing demands
- Excellent computer skills
- Ability to quickly learn new software
- Superb attention to detail
- Resourceful self-starter and independent worker
- Must be a team player, able to work with customers, co-workers, and supervisor
- Must have a valid State of Maine driver's license

This job may require in field data collection to occur. Data collection typically takes place on roadways throughout the region and has the following physical requirements.

- Ability to drive to data collection sites with applicable equipment
- Must be able to move safely over uneven terrain
- Ability to lift up to 50 pounds
- Must be able to see and respond to dangerous situations

### **Education / Experience**

Minimum of 5 years' experience in project/program management required Bachelor degree preferred, but not required.

### **Employment Category and Benefits**

This is a full time position (40 hours/week) which offers some flexibility in work schedule and location. BACTS offers a generous employer contribution for health, dental, and vision insurance. Salary range for this position is expected to be between \$50,000 - \$60,000 depending on experience and qualifications. Compensation will be based on previous experience.

### **Work Conditions**

40-hour work week. Flexible work location.

### **Equal Opportunity Employer**

BACTS is an equal opportunity employer and shall continue to pursue a policy of non-discrimination in all employment actions, practices, and conditions of employment.

1. Recruitment and selection will be administered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or any other characteristic protected by law.
2. Reasonable accommodations for any qualified individuals, applicant or employee, will be made in accordance with the provisions of the American with Disabilities Act (ADA).

### **Disclaimer**

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the discretion of the Executive Director.

### **How to Apply**

Interested candidates should submit a completed BACTS [application](#), resume, and a cover letter to:

Paige Nadeau, Office Manager  
[paige.nadeau@bactsmo.org](mailto:paige.nadeau@bactsmo.org)