



Job Description

Part-Time - Traffic Incident Management (TIM) Coordinator

Position Summary

The Traffic Incident Management (TIM) Coordinator serves as the primary lead for the Traffic Incident Management contract with the Maine Department of Transportation (MaineDOT). The TIM Coordinator supports a variety of outreach initiatives, safety improvements, and transportation planning that advance the regional goals and priorities of the Bangor Area Comprehensive Transportation System (BACTS), under the direction of the Executive Director.

Representative Duties and Responsibilities

Traffic Incident Management Program

- Lead the statewide Traffic Incident Management (TIM) program, including outreach and coordination activities
- Coordinate and facilitate TIM Group meetings throughout the State of Maine
- Coordinate with MaineDOT to implement recommendations identified in the TIM Statewide Strategic Plan
- Coordinate and facilitate in-person and virtual TIM Responder Training and Train-the-Trainer classes statewide
- Assist MaineDOT with the development and production of training materials
- Develop and maintain professional relationships with TIM stakeholders, member municipalities, MaineDOT, the Federal Highway Administration, and partner agencies
- Conduct After Action Reviews (AARs), including convening meetings, collecting and analyzing data, and preparing final reports
- Other duties as assigned by the Executive Director.

Job Requirements

- Strong verbal and written communication skills
- Knowledge of local, state, and federal transportation programs and regulations, including Traffic Incident Management principles and practices
- Strong organizational skills, including file and records management
- Excellent time management skills and ability to manage multiple competing priorities
- Strong technical and analytical abilities
- Proficiency with standard computer software and office applications
- Ability to quickly learn new software and digital tools
- Strong attention to detail
- Ability to work independently and take initiative
- Ability to work collaboratively with staff, partner agencies, and the public
- Valid State of Maine driver's license required

Physical Requirements

This position may require activities conducted on or near roadways throughout the region.

Physical requirements may include:

- Ability to travel
- Ability to safely traverse uneven terrain
- Ability to lift and carry equipment weighing up to 50 pounds



- Ability to recognize and respond appropriately to potentially hazardous situations

Education and Experience

Preferred Experience - 3–5 years of active experience in law enforcement, fire service, emergency medical services, towing and recovery, or related public safety and incident response fields.

Working Conditions

This position is based on a flexible part-time work week. Periodic travel throughout the State of Maine is required. Most travel will not require overnight stays.

Disclaimer

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Duties and responsibilities may be modified 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, Administrative and Finance Manager, paige.nadeau@bactsmmpo.org