

**RHODE ISLAND PUBLIC TRANSIT AUTHORITY  
JOB DESCRIPTION**

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**Job Title:** Deputy Chief of Project & Facilities Management      **Date:** August 2024  
**Department:** Project & Facilities Management Divisions      **Supersedes:** April 2024  
**Reports to:** Chief Financial Officer

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**Summary of Position:**

The Deputy Chief of Project Management & Facilities is responsible for the development and oversight of RIPTA's Project Management Division, Buildings & Grounds and Utility Divisions, and the Environmental Affairs and Safety Officer. Responsibilities include, but are not limited to, the delivery of RIPTA's capital program, which largely consists of, but is not limited to, construction projects. Other responsibilities include the management of all RIPTA's facilities and properties.

Working under the supervision of RIPTA's Chief Financial Officer the Deputy Chief of Project & Facilities Management will work to develop a work program that ensures each project has appropriate management and has created a project team within RIPTA to ensure success. Additionally, this position will develop procedures in accordance with industry and agency best practices and to ensure all projects are delivered to a high standard.

The Deputy Chief of Project & Facilities Management will manage the development and implementation of RIPTA capital projects from project inception (planning) through the design phase (conceptual, preliminary, and final) and the construction phase (including project close-out), with full responsibility for quality and control of schedule and budget.

In order to perform the essential duties listed below, this position must possess transit, public sector or public works experience, and knowledge of federal contracting requirements as well as experience and knowledge of federal grant rules/restrictions and FTA rules and guidelines.

**Essential Duties and Responsibilities:**

1. Directly manage a team of Project Managers, consisting of a combination RIPTA employees and third-party contractors;
2. Deliver large-scale capital construction projects in accordance with all Rhode Island and Federal regulations and in coordination with internal, state, and local stakeholders;
3. Perform technical feasibility report of project scope and objectives, involving all relevant stakeholders;
4. Develop detailed project plans, ensuring resource availability and allocation to maintain delivery within scope, timeline and budget as determined by RIPTA's Capital Plan;
5. Establish, oversee and maintain relationships with 3rd party vendors for various RIPTA projects;
6. Coordinating internal resources, people and processes to ensure for the flawless execution of projects producing the desired results;
7. Develop and maintain a system for comprehensive project documentation;
8. Use appropriate verification techniques to manage changes in project scope, schedule and costs;
9. Develop detailed plan to measure, track and report on project performance;
10. Create procedures and rules for systematic, consistent delivery of capital projects;

11. Responsible for the oversight of all RIPTA facilities and properties so they are functioning in and in a state of good working order;
12. Oversight of a sound environmental maintenance program, works closely with all RIPTA departments to ensure compliance with safety, environmental and security regulations as they relate to RIPTA's facilities and its equipment, assuring effective operations 24 hours a day, 365 days per years.

*The above duties and responsibilities are not intended to limit specific duties and responsibilities of any particular position, nor are they intended to limit in any way the right of supervisors to assign, direct, and control the work of employees under their supervision.*

**Qualification Requirements:**

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.

**Basic Knowledge and Experience:**

A thorough knowledge of principles and practices of project management demonstrated by 10+ years' work history of project management. Candidate must have a strong history of math and budgetary work performance and superior communication skills.

**Education:**

An Associate's Degree, Bachelor's degree preferred and/or any combination of education and experience with the one or more of the following certifications:

- PMP: Project Management
- Professional; PRINCE2 Foundation/PRINCE2 Practitioner

**Specific Skill Experience:**

- Ability to maintain best-proven practices in project management;
- Ability to motivate, resolve conflicts and make hard decisions affecting employees and stakeholders;
- Report and escalate to Chief Financial Officer as needed;
- Civil Engineering background preferred;
- Must be proficient in windows-based computer applications;
- Must possess excellent oral and written communication skills;

**OR:** Any combination of education and experience shall be substantially equivalent to the above qualifications.

**Independent Action:**

Ability to independently plan, organize, prioritize and manage multiple projects and priorities with accuracy and close attention to detail.

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**Supervisory Responsibility:**

- Will assume project supervisory responsibility for employees throughout the life of designated projects in coordination with department managers.
- Project Manager(s) and/or independent contractors who may be employed throughout various stages of project execution.
- Buildings and Facilities employees
- Environmental Affairs/Safety Officer