

Project Director

Location

Dayton, OH

Job Type

Full-time

Description

The Montgomery County Transportation Improvement District is seeking a full-time professional to serve as a skilled project manager on a variety of fast-paced projects. This position will provide project management and design decisions for a variety of infrastructure projects. Tasks will include request for proposals, managing consultants, reviewing design and construction plan development, coordinating internal and external reviews, ensuring that proper permits are obtained, managing the utility relocation and property acquisition, processing and maintaining appropriate project records, bidding projects, and managing construction.

Qualifications

Project Management skills.

Technical/computer skills.

Skill in the use of Microsoft Office.

Good communication skills.

Demonstrated ability to perform the essential functions of the role.

Ability to provide a broad range of supervisory responsibility over others.

Ability to establish and maintain effective working relationships with employees and public.

Physical Requirements

Ability to use computer terminals for sustained input and processing.

Ability to endure a variety of climatic and temperature conditions, sometimes in active construction sites and hazardous areas and conditions, often in areas of moving traffic.

Ability to operate standard office equipment in the performance of essential functions (e.g. copier, personal computer, etc).

Ability to occasionally lift and move objects weighing 10 – 15 lbs.

Necessary Special Requirements

Possession of a valid Ohio Driver's license.

Physical ability to perform the duties of the position with reasonable accommodation.

Other Requirements

Applicant must model the following core values: Integrity, Respect, Communication, Teamwork, Accountability, Positive Attitude, and Dedication to Service.

Regular attendance, as governed by and in accordance with applicable rules, regulations, procedures and laws, is regarded as an essential requirement of this classification.

Compliance with training directives established by supervisory/managerial personnel.

Adherence to all applicable Federal and State safety laws, rules and regulations and County safety policies/procedures.

Core Competencies

Priority Setting: Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal, eliminates roadblocks; creates focus.

Action Oriented: Enjoys working hard; is action oriented and full of energy for the things he/she sees as challenging; not fearful of acting with a minimum of planning; seizes more opportunities than others.

Written Communications: Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.

Composure: Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis.

Customer Focus: Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

Dealing with Ambiguity: Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.

Interpersonal Savvy: Relates well to all kinds of people-up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.

Problem Solving: Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.

Listening: Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees.

Technical Learning: Picks up on technical things quickly; can learn new skills and knowledge; is good at learning new industry, company, product, or technical knowledge – like internet technology; does well in technical courses and seminars.

Agency

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Website

<https://mctid.org/>

Contact

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