

University of Maine Job Description

Position Title: Program Manager for the Transportation Infrastructure Durability Center (TIDC), a University Transportation Center (UTC)
Department: Advanced Structures and Composites Center
Reports To: Executive Director
Date: June 2019

Background on the UTC and TIDC:

The US Department of Transportation (DOT) invests in transportation research and technology through the competitive University Transportation Center (UTC) program. The University of Maine (UMaine) is leading the region 1 (New England) UTC consortium called the Transportation Infrastructure Durability Center (TIDC). An innovative leader with considerable experience managing teams in the fields of bridge or transportation engineering or construction or durability research is sought to fill the critical role of the TIDC Program Manager. An organizational chart illustrating the central role of the Program Manager is provided in Figure 1.

The Transportation Infrastructure Durability Center (TIDC) will focus its research efforts on improving the durability and extending the life of Region 1 transportation infrastructure through an integrated collaboration of universities, State DOTs and industry. Throughout the five-year program, more than 28 faculty and 280 student researchers for 6 New England universities will participate: the University of Maine (lead), University of Connecticut, University of Rhode Island, University of Massachusetts Lowell, University of Vermont, and Western New England University. The research will be focused on real DOT needs, guided by a distinguished advisory board consisting of DOT representatives from five New England states. The TIDC will serve to strengthen and augment State DOTs research programs as well as national research efforts. The research motive is to help DOTs extend the life of existing infrastructure as well as construct new, longer-lasting assets.

Purpose: The primary purpose of the TIDC Program Manager position is to provide administrative oversight of the University Transportation Center (UTC) and ensure that all DOT grant requirements are met or exceeded with full agency satisfaction (Figure 1). The TIDC Program Manager is responsible for ensuring that all UTC projects identify and solve real infrastructure durability problems faced by state DOTs, effectively disseminating the technologies developed, and educating the next generation of transportation professionals. The person in this position will study, understand, and implement the grant proposal submitted by UMaine, the US DOT deliverables documents, operations of other UTCs to learn and implement best practices, and will generate all Grant Deliverables and Reporting Requirements for the US DOT.

Detailed Duties:

The TIDC Program Manager will oversee the development of the organizational infrastructure (systems, internal and external websites, project management software, etc.) and supervise the personnel necessary to meet all US DOT requirements and grant deliverables. This position will handle all administrative requests made by the DOT to the TIDC Director. He/she will oversee TIDC communications and fiscal staff and administrative assistant. He/she will work with the Advanced Structures & Composites Center (ASCC) Communications Manager to develop a TIDC communications plan and ensure all required outreach activities are in contractual compliance with the grant. This position will work with the ASCC Fiscal Manager to develop a fiscal management plan that is in full contractual compliance with the grant. He/she will coordinate work of the

Management Team (institutional leads and Thrust leads) to ensure that each research project has clear objectives, milestones and deliverables, and stays on track and budget. He/she will assist the TIDC Center Director and Advisory Board to identify top research projects that would have the most potential impact to solve real DOT durability problems. He/she will ensure that TIDC research, reports and public documents are delivered on time and are of the highest quality. He/she will administer competitive grant solicitations.

The TIDC Program Manager will promote and grow TIDC activities with external constituents beyond the US DOT, including potential research collaborators, state DOTs, engineering practitioners and students. The TIDC Program Manager will coordinate and facilitate advancing transportation expertise and technology by TIDC researchers through research, education and workforce development, and technology transfer.

Essential Duties & Responsibilities:

- Oversees the delivery of all DOT grant requirements. Reports on all aspects of project progress to Director, identifies and resolves issues.
- Primary day-to-day point-of-contact (POC) with Center Director and US DOT, works to ensure ongoing relationship and agency satisfaction.
- Primary POC/coordinator for Management team including institutional leads and thrust leads.
- Primary POC/coordinator for Director and Advisory Board. Will ensure that all base-funded projects funded meet the highest standard and have been vetted by the Advisory Board and the Director. Will also manage the internal annual RFP process for additional performance-based funding.
- Primary administrative POC for consortium university researchers.
- Implements organizational technology (such as web-based project management software) to facilitate collaboration among all researchers, students and industry partners.
- Manages design and implementation of data collection to meet agency requirements (including non-engineering data such as diversity measures).
- Manages non-technical project schedules, incorporates and tracks technical project schedules developed by researchers and institutional leads.
- Manages non-technical project budgets in cooperation with financial manager and reports to Director.
- Seeks commitments from existing industrial partners and DOT partners for research and education financial match funding, and to host undergraduate and graduate student research interns over the summer.
- Forms partnerships with other regional and national UTCs in cooperation with Technical Leads to carry on research and technology transfer projects.
- Plans and executes a TIDC annual conference.
- Crafts/refine TIDC communications strategy w/ASCC Communications Manager.

Knowledge, Skills, Qualifications:

Required

- Ph.D. in Engineering or Science, preferably in the materials, structures, geotechnical or transportation fields, or an equivalent combination of education and experience.

- Requires at least ten years of relevant professional experience, preferably leading or managing engineering research grant programs in materials and structures durability, involving multiple teams of stakeholders.
- Substantial experience writing technical reports and papers, preferably engineering research reports.
- Demonstrated outstanding oral and written communication skills essential.
- Demonstrated ability to create new funding opportunities by “connecting-the-dots”, preferably bringing industry and academia together to engage in engineering research.
- Experience conducting and/or managing research in a university environment.
- Understanding of the AASHTO design codes and specifications

Preferred

- Registered Professional Engineer (PE) is preferred.

Work Environment: Work will be performed at the Advanced Structures and Composites Center 100,000 ft² laboratory with a world-leading team of over 150 faculty, staff and students who conduct contract research with a variety of public and private entities developing the next generation of low-cost, high performance composite materials.

Work Schedule: Normal University of Maine business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Due to the nature of the position, work beyond regular hours (to include evenings and weekends) will be necessary to meet the requirements of the position. The employee shall establish regular office hours and in consultation with the supervisor, adjust the work schedule as appropriate. **This position is considered Essential Personnel in the ASCC Storm Day Policy.**

Work Year: Full-time, fiscal-year (12 Months).

Position Type: Contingent on external funding and successful performance.

Schedule for Evaluation: During the initial 6 months of employment and annually thereafter in accordance with Handbook for Non-Represented Faculty, Professional and Administrative Staff.

Supervisory Responsibility: Supervises professional, administrative, and student employees.

Job Family/Salary Band: 07/09.

Appropriate background checks are required.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety Training, Workplace Violence, and Sexual Harassment.