

CLASS TITLE: ADMINISTRATOR, OFFICE OF TRANSIT, NEW STARTS, OPERATIONS & TRANSPORTATION ALTERNATIVES (DOT)

Class Code: 02773100

Pay Grade: 49A

EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Transportation, to be responsible for the administration, formulation, development and implementation of various intermodal transportation and transit plans and programs, and to manage operations of the state's commuter rail and related fixed guideway systems.

SUPERVISION RECEIVED: Works under the administrative direction of the Chief Operating Officer with considerable latitude for the exercise of initiative and independent judgment; work is reviewed through conferences and submitted reports for compliance with departmental policies and objectives, laws, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, directs, coordinates and evaluates the work of professional, technical and clerical staff assigned.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Transportation, to be responsible for the administration, formulation, development and implementation of various intermodal transportation and transit plans and programs.

To develop and implement major transit capital projects, including scope, budget and schedule, and ensure projects proceed from initial planning stage to operations in the most cost-effective and timely manner possible.

To develop and implement transit operations plans, particularly for passenger rail, consisting of detailed budgets, funding, scheduling, rolling stock, marketing and carrying out other federally-mandated functions.

To assist and work in close conjunction with the Rhode Island Public Transit Authority (RIPTA) and other agencies responsible for state transportation planning regarding short and long range transit and multimodal planning; operational analysis, travel demand forecasting; which are consistent with the state guide plan.

To provide direct assistance to state economic development office and local communities in the planning and implementation of transit oriented development in proximity to major transit facilities, and utilize fixed rail transit to spur higher density development to increase the state's transit utilization.

To be responsible for the administration and advancement of new transit services through the collection of real-time traffic and congestion data and implanting a travel demand model methodology in conjunction with other state transportation planning agencies to produce sound utilization projections.

To be responsible for the advancement of new multimodal studies, corridor assessments and capital investments through the alternatives analysis and environmental review phases, and properly preparing projects for final engineering, construction and operations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of transportation and transit infrastructure and operations and the ability to apply such knowledge in the formulation, development and administration of various plans and programs; a thorough knowledge of departmental administrative and technical policies and practices; a familiarity with the principles, practices and techniques of civil engineering and the ability to apply such knowledge in the preparation of functional and area plans, project plans, improvement and implementation programs consistent with the long-range state plans as well as conducting various engineering studies involving corridors, route locations, feasibility, facility needs and other similar studies required to support the work of the department; the ability to collect and analyze statistical and other data on all types of transportation needs and facilities; the ability to read and interpret all types of plans and specifications; the ability to evaluate the effectiveness of the various plans and programs and to effect improvements and/or changes when needed; the ability to establish and maintain relationship with associates, superiors and subordinates, and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in urban planning, engineering, transportation planning or a closely related field; and

Experience: Such as may have been gained through: employment in a highly responsible position involving the administration of programs in such specialty areas as, transit planning, transit operations, highway design, highway planning; or employment in a highly responsible supervisory position in the field of intermodal transportation planning involving participation in the formulation and development of rail transportation operation plans and programs.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: February 21, 2016