



CITY OF PITTSBURGH
invites applications for the position of:

Director of Mobility and Infrastructure

SALARY: See Position Description

OPENING DATE: 09/26/16

CLOSING DATE: 11/07/16 04:00 PM

POSITION SUMMARY:

It will be important that candidates can demonstrate exposure to the varied responsibilities of the Department of Mobility and Infrastructure, particularly appreciation of transit and other multimodal strategies, as well as success in implementing innovative transportation strategies and solutions. Experience in a growing community will be helpful in anticipating unique needs and challenges. Strong collaboration, communication and team-building skills will be critical, both in light of the leadership role in implementing the reorganization as well as the importance of local and regional partnerships.

Department: Mobility and Infrastructure

Salary: \$103,936 per year (1/1/2017)

Union: None, this is a non-union position.

Union Bid Form: None required.

Civil Service Classification: Exempt

REQUIREMENTS:

General Application Requirements:

You must submit or show proof of all of the following at the time of filing your application (unless otherwise indicated below) or your application will be disqualified. **Disqualifications based on any of these General Application Requirements are not subject to a Civil Service appeal.**

- A completed online City of Pittsburgh Employment Application, including your online Employment Profile Data. (Education and Work Experience).
- Completed online City of Pittsburgh Supplemental Form questions for this position.
- A resume, to be submitted online.
- Applicants must become residents of the City of Pittsburgh prior to employment and remain a resident throughout employment.
- A current, valid Class C Pennsylvania Motor Vehicle Operator's License at the time of filing application or prior to appointment, which must be maintained throughout employment. Written requests for a special accommodation on the basis of the Rehabilitation Act of 1973 and the Americans with Disabilities Act will be considered by the Department of Personnel and Civil Service Commission on an individual basis.

NOTE: The City of Pittsburgh, as a matter of policy, conducts pre-employment and promotional background investigations on all candidates being considered for positions. The background investigation includes but is not limited to criminal background, driver's license and City of Pittsburgh real estate tax payments. Candidates may be disqualified from consideration from employment based on the results of their background investigation (as it relates to the job for which the applicant is being considered).

NOTE: Candidates being considered for employment will be **required** to submit official transcripts to verify of their post-secondary education (college/university, trade school, etc.) prior to being hired by the City of Pittsburgh. Transcripts **must** be submitted at the time of **any/each** job interview you have with the City of Pittsburgh.

Qualifying Requirements:

Your City of Pittsburgh application will be reviewed and your work experience and education/training will be evaluated to determine if you meet the qualifying eligibility requirements listed below for this position. You will be sent an eligibility letter regarding your eligible/ineligible status.

- **WORK EXPERIENCE:** The application must clearly show at least ten (10) years of progressively responsible related experience in transportation, public administration, or management.
- **EDUCATION/TRAINING:** The application must clearly show a Bachelor's Degree from a fully accredited institution in planning, civil engineering, public administration or a related field. Professional Engineering license preferred. (See NOTE under the General Application Requirements Section above regarding the verification of education/training.)
- **EQUIVALENCY:** Education/training and/or work experience may be substituted on a year for year basis if the application clearly shows the required number of years to meet the Total Qualifying Requirement for this position (based on the sum of work experience and education/training listed above). The Total Qualifying Requirement is fourteen (14) years. (See NOTE under the General Application Requirements Section above regarding the verification of education/training.)

CIVIL SERVICE EXAMINATIONS:

If you meet the qualifying requirements listed above, you will be sent a letter of admission (when applicable) for the following examination(s). You must pass the written and/or performance examination(s) in order to have your name placed on the official Civil Service eligibility list for this position. Candidates who receive job offers must pass a medical examination (when applicable) prior to start date.

- **Written:** None required for this position.
- **Performance:** None required for this position.
- **Medical:** None required for this position.

POSITION DUTIES:

- Supervises, performs, and directs specialized technical work on City transportation projects.
- Oversees the technical research, planning, design, estimating, contracting, constructing, permitting and/or monitoring of City projects (e.g., traffic, construction, street lighting, bridges, ramps for the disabled, etc.).
- Represents the Department of Mobility and Infrastructure by attending City Council meetings, work sessions, retreats, neighborhood meetings, and local and regional boards and commissions; prepares agenda items and/or reviews agenda items prepared for council meetings, boards and commissions.
- Oversees budget preparation by guiding the development of annual departmental operating budgets; develops and prioritizes capital improvement program project requests; ensures the proper monitoring and reporting of budget revenues and expenses.
- Manages the activities of transportation planning and is responsible for the development and implementation of a strategic and comprehensive long-term transportation plan for the City.
- Maximizes investments and seeks additional funding for community projects from local, state, and federal resources.
- Evaluates and advises on State and Federal legislative proposals related to transportation.
- Supervises assigned personnel; evaluates work; recommends and implements approved disciplinary and/or corrective action; provides training and/or technical assistance as requested or required.
- Manages area of responsibility in strict accordance with applicable laws, regulations and established policies, including union agreements.
- Oversees major services, transportation planning, and traffic engineering for a successful multi-modal system.
- Cultivates strong partnerships and coordination to create external and internal partnerships.
- Assists in the resolution of engineering and construction problems; interacts with other departments, contractors and public organizations regarding projects.
- Supervises, coordinates and directs information gathering, processing and archiving of the City's physical assets and record drawings.
- Plans, develops, directs, coordinates, organizes and controls the materials, equipment and personnel under jurisdiction toward the effective, efficient and economical attainment of program goals including maximum convenience to the public and safety of employees.
- Directs and oversees the Department of Mobility and Infrastructure's programs and service functions including the planning, construction, and operation of the City's traffic control infrastructure, street lighting, multi-modal transportation planning, traffic engineering, and development review functions.
- Coordinates with maintenance division as necessary for project completion.

- Performs other related tasks and duties as assigned or required.

[Click here](#) to view the full job description including knowledge, skills, and abilities and working conditions for this position. Locate and click on the position title to view the complete job description.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.pghjobs.net>

Position #16-00099
DIRECTOR OF MOBILITY AND INFRASTRUCTURE
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414 Grant Street
Room 431
Pittsburgh, PA 15219
412-255-2710

pghcitycareers@pittsburghpa.gov

Director of Mobility and Infrastructure Supplemental Questionnaire

- * 1. Do you have ten (10) years of progressively responsible related experience in transportation, public administration, or management?
 Yes No

- * 2. If you answered YES, to the previous question please describe your experience.

- * 3. Please select your highest level of education.
 High School
 Associate's Degree
 Bachelor's Degree
 Master's Degree
 Technical Degree/Certification
 Other
- 4. IF YOU SELECTED OTHER, PLEASE LIST YOUR EDUCATION/TRAINING.

- * 5. Do you have a Bachelor's Degree in Planning, Civil Engineering, Public Administration or a related field?
 Yes
 No

- * 6. Did you read and understand that you must submit OFFICIAL documentation to the Department of Personnel & Civil Service Commission to verify any of your post secondary education/training (if applicable) or your application will be disqualified? (This requirement is listed more comprehensively on the online Job Announcement along with address/fax # information.)
 Yes
 No

- * Required Question