

# Manager II – Division Chief

(Division of Transportation Engineering)

Montgomery County, Maryland





## ■ THE COMMUNITY

Montgomery County, located adjacent to Washington, DC, has over one million residents and is the most populous county in the State of Maryland. The County is also the most diverse in the State and ranks among the top ten most diverse counties in the nation. Montgomery County is home to many major U.S. government offices, scientific research and learning centers, and business campuses.

A variety of cities, towns, and urban districts, several incorporated communities are located within Montgomery County, including Bethesda, Chevy Chase, Gaithersburg, Germantown, Potomac, Rockville (the county seat), and Silver Spring.

## THE DEPARTMENT

The Montgomery County Department of Transportation (MCDOT) is committed to delivering a first-rate, multimodal transportation system. We ensure that the County has a well-functioning, balanced transportation system that uses our roads more efficiently and supports more walking, bicycling and transit use. We build and maintain the transportation infrastructure; reduce traffic congestion; increase mobility; improve pedestrian, bicyclist, and vehicle safety; provide transit and alternative transportation services; and promote access to our central business districts.

MCDOT's mission is to move people and connect places with seamless, equitable transportation options that are safe, environmentally responsible, and support economic growth and vibrancy in Montgomery County. Montgomery County's transportation system is one of the region's most important resources. Supporting Montgomery County residents and visitors with transit options and infrastructure, we are a large organization with over 1,350 employees and a dedicated annual transportation operating budget of \$255 million.

MCDOT owns and operates nearly 400 buses and has lowered bus fare from the \$2 pre pandemic fare to \$1. The department has committed to offering free fares to youths, seniors and persons with disabilities. Although best known for transportation, MCDOT is also responsible for building and maintaining County infrastructure such as roads, paths, lighting, crosswalks, sidewalks, and bus shelters. The department also provides oversight of major engineering projects such as the Wheaton redevelopment project that saw the building of a LEED-certified office building, underground public parking garage, and a public plaza.

Montgomery County's transportation systems and infrastructure overlap with multiple other transportation and transit agencies. The department works closely with regional partner agencies such as the Maryland Department of Transportation (MDOT) and the Washington Metropolitan Area Transit Authority (WMATA).

The department has five divisions, some are larger than other County departments. These divisions include Highway Services, Parking Management, Transit Services, Traffic Engineering and Operations, and Transportation Engineering. These divisions work together to provide seamless service to the public.

MCDOT manages the County's infrastructure and infrastructure maintenance needs. From clearing roads after storm events to building roads and adding signs and traffic lights. MCDOT has also managed some of the County's largest construction projects such as the 355 Crossing at the National Institute of Health and Walter Reed National Military Medical Center in Bethesda and the new Wheaton County Office Building on Reedy Drive in Wheaton.

To learn more visit: <https://www.montgomerycountymd.gov/dot/>



## THE POSITION

MCDOT seeks a Manager II (Division Chief) to lead its Division of Transportation Engineering (DTE). This is a senior level executive position that provides organizational leadership and oversight for the MCDOT division that performs planning, design, construction management, and property acquisition activities associated with the development and implementation of the County's transportation infrastructure, including all roads, bridges, mass transit infrastructure, pedestrian facilities, storm drains and bikeways. The position is responsible for providing organizational leadership, full line management, fiscal oversight, project delivery strategy and oversight, operational implementation, and policy development to achieve County objectives related to the development and delivery of transportation capital projects..

# ■ KEY AREAS OF RESPONSIBILITY

## **Division Administration and Leadership**

- » Lead a team of approximately sixty planners, engineers, construction managers and support staff.
- » Provide oversight and management of the division's human capital, including labor management.

## **Policy, Program & Project Development & Implementation**

- » Develop and implement innovative strategies to accomplish the division's capital projects and operating programs comprised of over one hundred active projects.
- » Prioritize and analyze transportation infrastructure projects contained in various county master plans needed to address capacity, mobility, and safety needs in order to build out the transportation network in accordance with the County's goals and objectives.
- » Promote and foster partnerships with public and private agencies and industry partners to facilitate efficient delivery of transportation capital projects.
- » Develop and lead processes to ensure project delivery meets schedule, maximizes value, and attains goals.
- » Manage the division's operating programs, including but not limited to the bridge inspection and bikeshare programs.

## **Budget and Contract Administration**

- » Develop, administer, and manage budgets and contractual resource needs in association with the division's capital projects and operating programs.
- » Lead program and project delivery methodology selection and procurement activities, including alternative delivery contracts.
- » Assure effective fiscal management controls.
- » Serve as the County's contracting officer for all transportation capital projects, including planning & engineering consultant and construction task order contracts.

## **Outreach and Communications**

- » Effectively and clearly present complex oral and written information to high level officials and the general public.
- » Oversee and facilitate outreach and engagement regarding complex multi-modal transportation initiatives.
- » Lead and attend public meetings and industry events.
- » Provide leadership, training, and mentoring of senior and junior staff.

## THE IDEAL CANDIDATE

The ideal candidate will be an experienced manager and have executive level oral and written communication skills, demonstrate long range strategic planning and complex problem-solving abilities, and adept in organizational leadership. The candidate must be able to lead and manage represented employees and must be able to foster a positive and collaborative labor relations environment based on trust, respect, and partnership.

### **Desirable competencies for the Manager II (Division Chief) position for its Division of Transportation Engineering shall include:**

- » Skilled leader with an exceptional ability to inspire, empower, mentor, develop and sustain a highly functional team.
- » Planning, directing and supervising capital infrastructure projects, including traditional and innovative project delivery methods.
- » Strategic planning, decision making, and problem solving.
- » Developing strategic partnerships with public and private organizations.
- » Contract management, fiscal management, and budget development and administration.
- » Communicating with and making presentations to the public, elected officials and senior managers in support of projects

### **Division of Transportation Engineering - Upcoming Projects**

<https://www.montgomerycountymd.gov/dot-dte/>

## EDUCATION/EXPERIENCE

Candidates shall have graduated from an accredited college or university with a Bachelor's Degree, along with seven (7) years of progressively responsible professional experience in a field related to the planning, design and/or construction management of capital infrastructure projects, including buildings, bridges, roads, transit facilities, dams, pipelines, water and sewage systems or related infrastructure areas. Three (3) years of which were in a supervisory or executive capacity.



Here are just a few of the things  
MCDOT's 1,300 employees  
do every day to keep you moving.

GIVING YOU A  
SMOOTH RIDE

1,100

arterial road lane  
miles maintained

5,350

county-wide  
lane miles maintained  
(includes residential  
and rural roads)



RUNNING ONE  
OF THE BUSIEST  
BUS SYSTEMS  
AROUND

2<sup>ND</sup> LARGEST  
transit system  
in the region



515

highway bridges inspected  
on a regular basis

MAINTAINING  
THE BRIDGES OF  
MONTGOMERY  
COUNTY

DOZENS OF BRIDGES  
rehabilitated every year



390 ADA-accessible Ride On  
buses with bike racks,  
75% of which use  
alternative fuels

71,000 passenger  
pick-ups a day

16 million riders  
each year

5,405 bus  
stops

KEEPING TRAFFIC  
FLOWING WITH OUR  
TRANSPORTATION  
MANAGEMENT CENTER



860  
managed  
traffic signals

240  
traffic safety  
cameras



22,600

County-managed  
parking spaces

2,410

on-street  
parking meters

40

County-managed parking  
lots and garages

PARKING  
MADE  
EASIER

MAKING SURE IT IS  
ALWAYS A GOOD DAY  
TO WALK AND BIKE

1,645  
miles of  
sidewalk maintained

67,000  
streetlights

110  
miles of bike lanes



**MCDOT**  
Montgomery County  
Department of Transportation

## ■ COMPENSATION AND BENEFITS

**Salary is up to \$186,584 annually**, and is complemented by a comprehensive benefits package, which includes a wide variety of health and wellness plans, life insurance, flexible schedules, and time off for work-life balance. The position is also eligible for annual Pay For Performance bonuses of up to 6% based on the employee's annual performance rating.

For information about Montgomery County's comprehensive benefit offerings, please visit the MCG Careers Total Rewards and check out our competitive benefits:

<https://www.montgomerycountymd.gov/HR/Recruitment/MCGCareers.html#tab5>

## ■ APPLICATION PROCESS AND RECRUITMENT SCHEDULE

First review of resumes will begin on **Friday, July 12, 2024**. To be considered for this exceptional career opportunity, please submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice).

To apply visit: <https://www.cpshr.us/recruitment/2294>.

For additional information about this position please contact:



KYLIE WILSON

Principal Consultant

Email: [kwilson@cpshr.us](mailto:kwilson@cpshr.us)

Website: [www.cpshr.us](http://www.cpshr.us)

Resumes will be reviewed in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited for a screening interview with the consultant. The most qualified candidates will be interviewed by the County, and a comprehensive reference and background check will be performed on final candidates.

Montgomery County Government is an equal opportunity employer, committed to workforce diversity. Accordingly, as it relates to employment opportunities, the County will provide reasonable accommodations to applicants with disabilities, in accordance with the law.