Transportation Resource Associates, Inc.
Project Manager, Winter/Spring 2010

About TRA

Transportation Resource Associates, Inc. is a Philadelphia-based company providing operations, management, and technical consulting services to the public transportation industry. TRA specializes in transit and railway operations, transit safety and security, maintenance, and related areas.

Project Manager Job Description

Project Manager is TRA's mid-level consulting position. The position, and TRA's work, center on transit- and transportation-related consulting, especially in fields of safety and security, but also in areas of operations, maintenance, management, and system organization. Responsibilities are highly varied, including operations-, maintenance-, safety-, and security-related field work; report and proposal writing; project management; and business development.

TRA's Project Managers work with clients in both public and private sectors, as well as a tight-knit, fast-moving, and diverse group of coworkers. Project Managers must lead and balance multiple, simultaneous projects, and must also be able to manage, work with, and work for other TRA personnel.

Project Manager Job Qualifications

A masters degree is strongly preferred for this position. A bachelor's degree with substantial industry experience will be considered. Candidates should have five (5) or more years' experience in transit operations, maintenance, safety, or security. We will also consider a substantial resume of similar industry experience, if it allows the candidate to fulfill job requirements. Candidates with parallel experience, such as in engineering or similar disciplines, will also be considered.

Applicants must possess excellent written and oral communication skills, interpersonal skills, and computer proficiency. Project management skills, and a demonstrated ability to interface effectively with both internal and external personnel are a must. Applicants must be capable of working comfortably with side-by-side with front line transit staff as well as supervisors, managers, and senior executive personnel. Applicant will be expected to build and nurture strong client relationships and stay abreast of transit industry news, trends, and best practices.

TRA's Project Managers work at the company's Philadelphia headquarters, but short-term travel is required (up to 50%), as dictated by current consulting projects. Clients are positioned throughout North America. Position is salaried, and is based on an approximately 50-hour work week. Schedule and total hours will vary depending on current assignments. Job progression opportunities are available.

Qualifications (preferably electronic submissions), including a cover letter detailing your skills that are relevant to public transportation technical consulting and project management, as well as your resume should be sent to:

Project Manager Position
via email: pjmanager@traonline.com

or via facsimile: 215.546.9120

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