

Dow & Associates
Transportation Planning

367 N. State Street, Suite 206, Ukiah, CA 95482
707-463-1806

Position Available: REGIONAL PROJECT MANAGER
Salary Range \$56,293 - \$68,432 DOQ

Benefits include employer-paid medical & dental program; paid vacation; sick leave; 11 paid holidays; and employer-paid SEP/IRA retirement program

We are recruiting to fill a new full-time Regional Project Manager position. This position requires a high level of interaction not only with our staff, but also County and city staff, the general public, Caltrans, Mendocino Transit Authority, and elected officials. The successful candidate will monitor transportation project status as well as assist our member agencies in the delivery of transportation projects for construction. There will be an emphasis on project management that consists of data collection and organization, communication, coordination, hands-on assistance, follow-up, and reporting.

The successful candidate should be experienced in the State Transportation Improvement Program process as well as State and Federal project delivery processes. The successful candidate must also be a self-starter and independent worker with excellent written and oral communication abilities. Proficiency in Microsoft Office products (Word, Excel, and PowerPoint) is a must. High productivity is expected from all Dow & Associates employees and it is supported in a genuine team atmosphere.

Required Education: An Associate's degree or equivalent from an accredited two-year college or technical school.

Required Experience: Four years of progressively responsible related experience or any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Experience with Caltrans and/or federal agencies in project development and construction is desirable. A California driver's license is also required.

Application Deadline: Dow & Associates will receive applications immediately and the application period will remain open until filled by a qualified candidate. The application will consist of a cover letter, a resume, and three work-related references. (1) Send to Dow & Associates at the above address or (2) fax to 707-463-2212 or (3) email at dowp@dow-associates.com.

Lake & Mendocino Counties: Dow & Associates offices are in downtown Ukiah, in Mendocino County. Mendocino County has approximately 90,000 residents and is known for its wine grapes, redwoods, and spectacular coastline. Lake County has a population of approximately 64,000. It is also known for its agriculture as well as a recreational destination due to its largest resource, Clear Lake. With our long history of contracts in both counties, the successful applicant can expect to work on projects for the Mendocino Council of Governments, the Lake County/City Area Planning Council and the Service Authority for Freeways and Expressways (SAFE) in both counties.