

Thank you for your interest in our job opening. Below are the major responsibilities of the position and the qualifications you need to have to apply. We intend to fill this position as of July 1, 2008. To apply, please send a letter of interest and your resume to:

Dr. Ardeshir Fahgri, Director,  
Delaware Center for Transportation  
355 DuPont Hall  
University of Delaware  
Newark, DE 19716

Our salary and benefits package are very competitive with similar positions in the Mid-Atlantic region.



**University of Delaware**  
**Position Description**

**Position Title: Program Coordinator**

**Date Prepared: 2/12/2008**

**Department: Delaware Center for Transportation**

**Incumbent: New**

**College/Admin Office: Civil and Environmental  
Engineering**

**Prepared by: Ardeshir Faghri**

**Location: Newark**

**Approvals:**

**Title of Supervisor: Director**

**Req ID: 1235198**

**Level: 15**

**Position Number:**

**CONTEXT OF THE JOB:**

The Delaware Center for Transportation (DCT) is part of the Department of Civil and Environmental Engineering. The DCT is funded by the Delaware Department of Transportation (DelDOT), and its primary purposes are to conduct research and technology transfer activities for state and municipal transportation agencies. The Technology Transfer (T<sup>2</sup>) Center is a sub-unit of the DCT. It is responsible for (1) workshops, seminars, newsletters, and other technology transfer activities to DelDOT, municipal transportation agencies, and the private sector; (2) on-site technical advice to municipal transportation agencies to improve the safety, planning, design, construction, and maintenance of their transportation infrastructure; (3) serving as a liaison between the University and DelDOT for the administration and operation of their joint research and technology transfer activities; and (4) promoting and strengthening the already strong ties among the University, DelDOT, the Federal Highway Administration, and the Federal Transit Administration.

Other units under the umbrella of the DCT with which the T<sup>2</sup> Center works on joint projects and activities are the University Transportation Center for Research (UTC), the Center for Innovative Bridge Engineering (CIBE), and the Intelligent Transportation Laboratory.

Under the limited direction of the Director, this position will function as project supervisor and will plan, coordinate, evaluate, and report the results of several projects (which may run concurrently).

**MAJOR RESPONSIBILITIES:**

Make on-site technical assistance visits to Delaware's municipalities to provide the following representative types of services:

**Crash location identifications and improvement programs.** Identify crash locations by total number; type: right angle, run-off-road, pedestrian, etc; and frequency based on vehicle miles of travel. Analyze crash causes. Where warranted, recommend improvements to the street and highway environment including improved signing, signalization, pavement markings, guide rails, channelization, etc.

**Pavement preservation strategies.** Pavement preservation strategies imply making low-cost improvements periodically to delay the time when a street must be totally rebuilt. Work would include using pavement management software to analyze pavement distress, determine appropriate short and long-term pavement improvements, estimate improvement costs, and prioritizing multiple projects for the town's public works and elected officials.

**Utility control policies.** Advise town officials on working with public utilities to coordinate work during street improvements. Street improvements often mean that utility lines, pipes, etc. must be relocated or protected during the work. Good coordination improves public safety, shortens the time a street needs to be closed to traffic, and saves money.

**Storm water control.** Poor drainage is one of the primary causes of pavement failure. Good drainage requires a properly designed pavement and the soils below the pavement, proper grades for the water to leave the pavement, adequate sewer capacity, and periodic sewer system cleaning and flushing.

**ADA compliance.** Ensure all public agencies design, build, and maintain streets and sidewalks that people with disabilities can safely use. Specific requirements include sidewalks of proper width and grade, curb cuts, crosswalks protected by visual and audible devices, and warning signs for drivers.

Provide technical assistance and technology transfer to state and local transportation agencies including the University of Delaware facilities staff.

Prepare and present training workshops to transportation agency employees and their consultants. Examples of such workshops include but are not limited to:

- Work zone safety
- Roadway management software
- Crash reduction techniques
- Street construction and maintenance

Oversee the work of technicians, consultants, undergraduate, and graduate students.

Write articles for a semi-annual technology transfer newsletter.

Participate in the DCT research program by conducting or overseeing research projects and working with transportation agencies to implement the findings of these projects.

May teach courses for undergraduate and graduate students.

Participate in regional and national technology transfer activities.

Perform miscellaneous job-related duties as assigned.

**QUALIFICATIONS:**

Bachelor's degree, Master's degree preferred in Civil and Environmental Engineering and five years directly responsible public or private transportation agency experience. Possession of a Professional Engineer (PE) or Professional Traffic Operations Engineer (PTOE) license at the time of hire or the ability to obtain a PE or PTOE license from the State of Delaware within one year of beginning employment in this position. Experience planning and conducting training and technology transfer workshops for transportation agencies. Experience conducting, evaluating, or implementing transportation research projects. Knowledge of the principles and practices of general civil and environmental engineering. Knowledge of the methods, techniques, and procedures of research, investigation, and analysis. Knowledge of technology transfer, training, and educational techniques and practices. Knowledge of state, federal, and local laws, regulations, policies, and procedures. Ability to effectively communicate in oral and written modes. Ability to think critically and to solve problems. Ability to prioritize and expedite activities involving multiple agencies and individuals. Ability to achieve objectives by working independently.