

Title: Transportation Projects Manager
PG: 65
Status: Civil Service
Position Reports to: Director of Public Works
Department: Public Works

Class Code: 2157
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This position is advanced professional work in the field of civil engineering involving the management and administration of major transportation projects. Responsible for the planning, development and execution of professional services contracts. Use considerable initiative and judgment in day to day operations, with important contacts required with the public, officials of other government agencies, contractors and consulting engineers. Decision making on technical engineering problems is a significant part of the position. Work is performed under administrative direction and is reviewed by the Director of Public Works through conferences and reports.

ESSENTIAL FUNCTIONS:

1. Performs management functions of planning, organizing, scheduling, budgeting, and coordinating related to transportation project activities; resolves complaints received from the public, on related projects.
2. Reviews roadway construction plans and specifications of consultants for compliance with accepted engineering principles.
3. Coordinates transportation project related activities with Federal, State and County governments and with other City departments.
4. Provides representation at meetings and conferences with consultants and contractors to provide information and resolve problems.
5. Attends and presents material on transportation projects to the City Commission, various civic clubs, Chamber of Commerce, and other groups.
6. Coordinates the preparation of legal descriptions for use in the acquisition of easements and right of ways and negotiates acquisition with the property owners.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of the principles and practices of management as applied to transportation projects.
2. Ability to effectively organize, direct and coordinate activities of Federal, State, and County agencies, City departments, consultants and contractors in the implementation of transportation projects.
3. Ability to prepare, interpret, and utilize engineering plans, specifications, and reports.
4. Ability to interpret and utilize local, state, and federal rules and regulations.
5. Ability to exercise authority and responsibility for scheduling and coordinating work related to capital or special transportation projects.
6. Ability to assimilate, schedule, plan and report budgetary issues relative to transportation projects.
7. Ability to express ideas and to communicate technical information clearly and concisely verbally, and in writing.
8. Ability to establish and maintain effective working relationship with co-workers, Federal, State and County agencies, consultants, contractors, and the general public.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.
The job risks exposure to no significant environmental hazards.

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The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with major course work in civil engineering, business, or public administration or related disciplines and six (6) years of experience in transportation project management including two (2) years in a supervisory position.
2. An equivalent combination of experience determined to be directly related to above referenced requirements preferred.
3. Completion of City University Level one (1) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Registration as a Professional Engineer (P.E.) in the State of Florida under Florida Statute Chapter 471 preferred.
2. Must possess and maintain a valid state of Florida driver's license.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.