

Job ID 33028
Full/Part Time Full-Time

Location Traffic Engineering
Regular/Temporary Regular

Overview

The Assistant Project Manager is responsible for assisting their assigned Project Manager in the planning, administrative management, project completion, client satisfaction, and financial outcome of assigned projects. The Assistant Project Manager will work with their assigned Project Manager to help achieve their respective objectives. Acts as the Project Manager in his or her absence.

Work is performed with independence under the direction of the Project Manager, Chief Engineer or assigned supervisor and is reviewed on a regular basis through observations, conferences, and results achieved.

Representative Duties

- Assists in the development of project planning, proposals, cost estimates and budgets, timelines, and schedules.
- Performs a variety of research, analysis, and administrative studies related to department and/or county-wide projects including policy development, organizational improvement, and cost-benefit/feasibility studies
- Assists in the development of training programs, conducts training and exercises. Plans, develops, and conducts public education and outreach necessary to accomplish program goals.
- Conducts evaluations of implemented policy and management programs and provides progress reports.
- Assists in monitoring progress to ensure objectives of the County's Plans are met.
- Required to make field visits during construction activities, citizen issues, and any other time it is requested or needed.
- Participates in meetings during and after working hours and makes presentations to internal and external groups.
- Track's annual progress on compliance through contractors, other divisions and/or departments of the County, and assists in the preparation of annual and quarterly reports.
- Assists in maintaining a centralized database for receiving and addressing customer service requests for barrier removal, coordinating tracking, and follow-up of the resolution.
- Assists with the coordination with other departments, develops and reviews policies and procedures to ensure compliance.
- Assists in planning, coordinating, and managing staff training on rules and regulations. Prepares training aids and user manuals. Assists managers with the creation of management reports.
- Assists in the development and monitoring of appropriate processes to provide for prompt and equitable resolution of inquiries and complaints from County employees and the public regarding compliance.
- Represents the County at meetings with other government agencies and access interest groups, including any specific advisory committees or boards that may be established.
- Performs administrative management of projects including procuring consultants, negotiating contracts, reporting, and monitoring.
- Provides technical management of projects including assessment of needs, development and evaluation of project plans and specifications.
- Coordinates projects for Orange County Departments and Divisions from project design to project delivery.

- Conducts quality control activities in accordance with instructions, inspection programs, using specified control measuring and testing equipment.
- Conducts historical data research for effective project planning.
- Assists in the coordination of all personnel: employees, vendors, contractors, etc. necessary to complete the project. Maintains effective and productive communications with team members, internal/external customers, and vendors.
- Coordinates and assists in the development of presentations for project management proposals and status updates.
- Interacts directly with citizens for specific projects and attend public meetings related to the project. Manages media relations, if required.
- Required to report for duty during Emergency Operations, the role is responsible for all aspects of operation including preparation, response, and recovery.
- Performs other related duties as assigned.

Minimum Qualifications

Bachelor's degree from an accredited institution in Engineering, Building Construction, Architecture, Planning, Business Administration or a closely related and three years of progressive experience in aforementioned area and two years of project management experience; or an equivalent combination of relevant education and experience.

Application Deadline

Posting Date: 10/4/23

Closing Date: 11/5/23

Salary

\$34.29 to \$44.58 based on qualifications.

Veterans Preference

If you are claiming Veterans' Preference, you are responsible for providing the required eligibility documentation by the close date of the posting. Please submit a cover letter and copies of documents, not originals, to Orange County Human Resources Division, PO Box 1393, Orlando, FL 32801-1393 or fax to (407) 836-0098 (only Veterans' Preference documentation will be accepted by fax). Your cover letter should include the position posting number you are applying for, the title of the position and the last 4 digits of your social security number.

Educational Requirements

If your education was obtained in the United States, the County recognizes degrees or diplomas which are accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). If you have obtained education from a country other than the United States, your degree or diploma must be evaluated to determine the United States equivalency by a member of the National Association of Credential Evaluation Service (NACES) or the Association of International Credentials Evaluations (AICE) at your expense.