

Job Title: Project Manager - Traffic Engineering

Job ID: 26861

Location: Traffic Engineering

Overview

Orange County is pleased to announce an exciting opportunity. We are seeking a motivated, high energy, self-starter to serve in the role of Traffic Engineering Project Manager, managing the activities of projects related to Orange County's Sustainable Operations & Resilience Action Plan. The position develops and manages projects, policy and programs to improve the effectiveness of the County's Sustainable Operations & Resilience Action Plan and ADA Transition Plan to include planning, developing, implementing, and ensuring successful completion through the efficient use of existing workforce, equipment and contractors. This is professional work performed with considerable independence.

Representative Duties

Advises on and resolves issues related to operations, policies and procedures pertaining to ADA compliance, facilities and service accessibility.

Assists in the program coordination and tactical execution of sustainability initiatives

Conducts research, performs complex analytical tasks to support planning, develops and executes projects to provide the required level of accessible options for the disabled community.

Assists in providing guidance and acts as liaison to other agencies, advisory groups and departments in the planning and administration of the County's ADA transition plan and sustainability initiatives.

Performs administrative tasks related to monitoring, administration and compliance of the contract for certification of the County's ADA transition plan and sustainability initiatives.

Responds to customer service complaints, concerns and complements verbally and in writing.

Develops and prepares reports and correspondence, and makes presentations to officials and/or community stakeholders.

Serves as Traffic Engineering's main point of contact for federal reviews of the ADA programs including audits.

Creating, analyzing and maintaining project schedules and budgets in association with defined scopes of work to remove barriers to accessibility.

Develop a detailed project plan to monitor and track progress

Manage changes to the project scope, project schedule and project costs using appropriate verification techniques.

Measure project performance using appropriate tools and techniques.

Report and escalate to management as needed.

Establish, maintain, and manage the relationship with various clients and stakeholders.

Perform risk management to minimize project risks.

Create and maintain comprehensive project documentation.

Understanding and managing the contractual obligations of various consultants.

Understanding alternatives in contracting, procurement and project delivery methods.

May be responsible for non-accessibility related technical analyses on an as-needed basis.

Knows and follows the safety and health rules and safe working practices applicable to the position.

Participate and serve as Traffic Engineering representative on various County projects including Pedestrian and Bicycle Safety Action Plan, Complete Streets, Resurfacing Review, County Code updates, and Roadway Conceptual Studies

Will Operate County vehicles during course of work

Attend night or weekend community meetings and events as needed

Other duties as assigned

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree in Environmental Science, Urban Planning, Sustainability or equivalent and five years of experience in the area of sustainability; or an equivalent combination of education, training, or experience.

Excellent verbal and written communication skills

Preferences

AICP licensure or the ability to obtain license in 2 years

Possess and maintain a current, valid Florida driver license & satisfactory driving record

Application Deadline

Posting Date: May 23, 2021

Closing Date: July 4, 2021

May close without prior notice

Apply at Orange County Florida Web site at:

<https://www.orangecountyfl.net/EmploymentVolunteerism/JobOpenings.aspx>

Salary

\$ 79,310 - 97,261 - Annual Salary

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.