

Tampa-Hillsborough County Expressway Authority
Position Description

Classification/Title	Project Manager I - Engineering
Accountability:	Director of Operations and Engineering
Status:	Full-Time
Salary:	\$50,558 - \$93,662

Major Function: Performs basic project management duties for the Expressway Authority's Director of Operations and Engineering responsibility for reviewing, planning, budgeting, organizing, coordinating, and directing consultants, contractors, personnel, material, and physical resources to achieve the Operations Division's objectives. Manages multiple projects rather than fixed teams of personnel.

Job Duties: The following duties are illustrative and not exhaustive. Omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The major job duties of the position are the following:

- Assists in the planning, development and oversight of projects to include developing and maintaining documentation and correspondence; investigating and resolving concerns and complaints; reviewing permit certifications; overseeing engineering technician inspectors; leading material testing; reviewing work schedules and making recommendations; reviewing and maintaining logs for submittal of material in accordance with specifications; resolving minor conflicts at construction site; reviewing claims submitted by contractors; and performing interim and final inspections.
- Designs small parts of engineering projects to include collecting data, modeling, writing specifications, reviewing plans, performing calculations, reviewing aerial/soil maps and survey and historical data; computing quantities; preparing estimates; assisting in preparing design contracts; recommending changes; preparing construction drawings; preparing permits; and reviewing consultants design work and preparing reports.
- Researches, gathers information, organizes, and performs analysis of data; prepares reports and recommendations; develops planning studies; and assists in developing, producing, and writing reports and articles.
- Assists in creating planning, operations and project update materials, including presentations and briefing materials.
- Presents reports to government bodies and coordinates community review of projects and acts as liaison between community groups, government agencies, and developers.
- Develops preliminary project scopes for design and construction projects.
- Monitors maintenance, design and construction projects and assists in project administration.
- Provides analysis of proposals, schedules and estimates from design and construction consultants, material suppliers and contractors.
- Applies technical professional competency in Intelligent Transportation Systems (ITS) technology to the application of transportation planning, engineering and operational needs and problems, and the coordination of ITS project activities.
- Plans and implements emerging technology projects such as connected/automated vehicles, Mobility as a Service (MaaS), and Smart Cities.
- Provide coordination of project execution and control to achieve continuity of purpose within scope, budget, and time schedules from initial start-up through project closeout.
- Assists in preparing materials for and attending public meetings, workshops and hearings, representing the Expressway Authority and assisting as appropriate, attending a substantial number of evening and weekend meetings.

- Provides technical assistance and information to staff and the public in the administration of specific projects.
- Provides support to and works with all other departments including toll operations, traffic, general engineering and other consultants.
- Performs office tasks including data entry, file management, copying and answering telephone; manages information, developing and maintaining automated tracking systems, hard copy files and records; and prepares maps, charts and tables.
- Serves as proxy for Directors in various meetings with other agencies and in the community.
- Other related duties as needed.

Minimum Qualifications and Experience:

A Bachelor's Degree in Engineering.

Knowledge, Skills and Abilities:

- Knowledge of the concepts, terminology, principles and analytical techniques of an engineering specialty area.
- Knowledge of engineering, design, construction, production and/or operations.
- Skill in using engineering tools, equipment and/or instruments.
- Ability to analyze and interpret engineering data.
- Ability to plan, design, evaluate and investigate engineering works and systems.
- Ability to apply engineering quantitative techniques.
- Ability to direct, monitor and inspect engineering projects.
- Ability to solve problems relating to engineering.
- Ability to determine work priorities, coordinate/manage resources, assign work, and ensure successful completion of work assignments.
- Ability to communicate engineering information effectively.
- Ability to establish and maintain effective working relations with others within and outside own organization.
- Ability to collect, organize and analyze data and develop logical conclusions.
- Ability to develop various reports.
- Skill in developing tracking systems to monitor work progress.
- Skill presenting information and ideas in a clear, logical, and organized manner.

Please contact Julie Aure for more information:

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