

MAJOR FUNCTIONS

This role will predominantly be involved in the management of capital projects for the Blueprint Infrastructure Program. The Blueprint Project Manager will support efficient and effective project delivery by applying project management principles, critical thinking, leveraging the expertise of others, synthesizing information, and formulating solutions to a varied array of challenges. Interfaces daily with Blueprint leadership, internal project teams, representatives of other governmental agencies, technical specialists, design engineers, planners, construction personnel, and others. This position will assist project team(s) in analysis, design, planning, permitting, public involvement, project development and environmental (PD&E) studies, implementation and construction of, but not limited to, transportation facilities, stormwater treatment facilities, parks, and trail projects. This position has a responsibility to ensure the wide range of projects within the Blueprint Infrastructure Program are successfully designed and constructed. Other important responsibilities include providing input into the refinement of project concepts and communicating project progress, needs, and budget through agenda items to the Intergovernmental Agency Board of Directors (combined City and County commissions). The position also responds to community inquiries and coordinates with agency partners at the City of Tallahassee, Leon County, Capital Region Transportation Planning Agency, and Florida Department of Transportation. Work is performed under the direction of the Blueprint Design and Construction Manager with guidance from Senior Project Managers.

ESSENTIAL DUTIES AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Develops budgets and schedules for project planning and monitors established project schedules and budgets. Reviews applications for payment, requests for information, shop drawings and permit requirements throughout the life of a construction project. Drafts procurement documents and negotiates contracts and fees with consultants and contractors for Blueprint Capital Projects. Drafts task orders, service agreements, letters of authorization, etc., in support of assigned projects. Provides technical review and oversight of work products provided by outside consultants and contractors. Coordinates with City and County Departments and other project stakeholders. Drafts Intergovernmental Agency Board Agenda Items, Technical Coordinating Committee Agenda Items and Citizens Advisory Committee Agenda Items, and participates and presents at meetings as needed. Provides oversight and assists with all applicable permit applications to regulatory agencies. Performs and directs consultants for necessary public outreach associated with assigned projects. Directs the development of maps and graphics for public presentation. Performs all project closeout procedures and closes out all permits upon completion of assigned projects. Attends all required internal and external management meetings. Coordinates internally with the Blueprint Planning, Administrative and Public Information Staff. Ensures all work products are in compliance with applicable City, County and Blueprint policies and procedures. Coordinates property acquisition services.

Other Important Duties

Maintains thorough knowledge of new developments and practices within the specific disciplines related to projects worked on. Attends conferences as required. Maintains a high level of organization of records, documents, correspondence, meetings minutes, etc. in support of providing factual input to inquiries made regarding current and past projects worked on. Maintains and develops specifications and project management procedures. Prepares proposals, makes reports and performs related work as required.

DESIRABLE QUALIFICATIONS

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Knowledge, Abilities And Skills

Knowledge of the principles and practices of project management of public infrastructure projects. Knowledge of modern methods and techniques applied to design, construction and maintenance of roadways, stormwater infrastructure, parks, and trails or green spaces. Ability to communicate effectively orally, with visual aids, and in writing. Ability to plan and direct the work of consultants. Ability to read and interpret engineering drawings and specifications. Skills in the use of Microsoft Office Suite.

Minimum Training and Experience

Possession of a bachelor's degree in civil engineering, urban planning or a related field and two years of professional experience that includes a combination of public works, transportation engineering or planning, roadway design projects, construction contract administration, stormwater treatment facility design projects, trail design, or park design; or an equivalent combination of training and experience. A master's degree may be supplemented for one year of experience.

Necessary Special Requirements

At the department director's discretion, a valid Class E State driver's license may be required for any of the designated positions allocated to this class.

Established: 07-30-19