

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Senior Project Manager (Transportation Infrastructure)
DEPARTMENT: Sustainable Development
FLSA STATUS: Exempt

GENERAL PURPOSE:

Performs senior-level and experienced professional work in the planning, designing, managing, organizing, and coordinating of the City's Major Transportation Initiatives. Work is performed under general direction with latitude for the use of initiative and independent judgment based on professional education and previous experience. Position relies on advanced level experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures. Position seeks technical guidance only on unusual or complex problems or issues.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Manages complex transportation infrastructure planning projects associated with land development projects, including the MainStreet (DRI) Development of Regional Impact, from planning through construction, including design review and coordination, phasing, budgeting, permitting, coordination related to development entitlements and obligations, funding mechanisms, constructability and developer agreements, and coordination with regulatory agencies
- Represents the City related to intergovernmental transportation projects and their impact on the City
- Manages, directs, and interprets contract provisions, and makes recommendations
- Directs and participates in studies, projects, and analyses related to technical and administrative aspects of various types of projects
- Prepares and reviews developer agreements and phasing plans, and analyzes the need for City's infrastructure needs both during construction and long term
- Develops and reviews design specifications
- Interacts and communicates with various groups and individuals such as directors, managers, supervisors, contractors, consultants, attorneys, outside agencies, and community groups concerning services and issues directly related to or indirectly affecting City Projects
- Monitors construction projects and keeps other departments and/or divisions informed
- Identifies problems or factors inhibiting progress, collects and analyzes data, and makes specific recommendations for resolution

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- Prepares a variety of written documents, including but not limited to regular and special reports, cost analyses and budget impact studies, grant applications, purchase requisitions, permit applications, correspondence, etc.
- Updates project schedules and maintains project files
- Investigates and responds to citizens' requests and participates in community meetings
- Makes presentations as required
- Coordinates and expedites the review and approval of plans and specifications with other City departments
- Performs other related duties as assigned and/or required

MINIMUM QUALIFICATIONS:

Bachelor's degree in civil engineering, traffic engineering, planning, or related field; supplemented by seven (7) or more years of progressively responsible experience in highway design or transportation project management; a related Master's degree may substitute for two (2) of the years of required experience; equivalent combination of education, certification, training, and/or experience may be considered. Professional Engineer or Certified Planner required. Certification in project management CPM, CCM or equivalent project manager credentials preferred.

Proficiency in a project management software and Microsoft Excel is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of standard engineering, planning, construction, and land development terms and concepts
- Knowledge of the State of Florida codes, rules, and regulations
- Skill in providing good customer service
- Advanced skill in Microsoft Office products (Word, Excel, PowerPoint, and Outlook)
- Advanced skill in design and project management software
- Ability to plan, coordinate, and review the work of subordinates and outside consultants
- Ability to express ideas and communicate clearly and concisely in English, both orally and in writing
- Ability to read and interpret construction plans, development orders, site plans, blueprints, and surveys
- Ability to prepare and deliver PowerPoint Presentations
- Ability to make decisions in accordance with City/department policies
- Ability to read, interpret and explain ordinances, codes, agreements, and related documents
- Ability to quickly and independently learn new software
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work

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- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or workstation and extended periods of standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date