



southburlington

VERMONT



JOB DESCRIPTION

Transportation and Open Space Project Manager

Reports To: Deputy Director of Capital Projects	Department: Public Works
FLSA Classification: Full-Time, non-exempt	Salary: Grade F (\$28.84/hr)

JOB SUMMARY: (What is done and why)

Under the general supervision of the Deputy Director of Capital Projects, the Transportation and Open Space Project Manager is responsible for oversight of multi-modal transportation, open-space, and related capital improvement projects from development and planning through construction. Work includes managing consultants and contractors, as well as interacting with the public as necessary to ensure successful project implementation. This position will also assist in the development of City policy related to transportation and open space.

ESSENTIAL FUNCTIONS: (Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)

1. Develops, manages, prioritizes, and oversees capital improvement projects in multi-modal transportation and open space from concept through construction. Manages and coordinates with consultants to ensure the successful and timely completion of project related work products. Ensures project compliance with permits and consistency with the City’s capital improvement plan.
2. Provides oversight during construction of transportation and related capital improvement projects. Prepares daily reports and keeps accurate notes of construction progress. Consults with project engineers and contractors to resolve construction related questions.
3. Coordinates with the Director of Recreation and Parks to develop and monitor management plans of open-space and recreational nature facilities.
4. Responds quickly and professionally to project changes due to updates in surveying, utility or property conflicts, funding constraints, construction changes, or other unforeseen circumstances.
5. Ensures the accurate, successful, and timely implementation of engineering, construction, and grant contracts.
6. Assists in the management of bid processes based on City policies.
7. Advises on City policy, procedure, and regulation on topics related to transportation and open space. Prepares and updates City policy, procedure, regulatory and related documents.
8. Inspects and reports on transportation related infrastructure. Maintains accurate records, makes note of deficiencies, and makes recommendations for maintenance/repair work.
9. Reviews site plan applications for compliance with the City’s Land Development Regulations (LDRs) and public works standards and specifications.
10. Develops and maintains working relationships with City staff, City officials, committee members, state and federal agencies, contractors, engineers, and the general public.
11. Conducts work with a focus on high standards of service, public safety, and efficient financials.
12. Works with Geographic Information System (GIS) software to help update and maintain City infrastructure information.

13. Maintains accurate records of work activities and reviews work orders to ensure accurate accounting of staff time.
14. Assists in the maintenance of Department of Public Works records, including as-built drawings.
15. Responds to emergency situations.
16. Provides technical assistance and consults with other City departments.
17. Prepares reports, studies, memos and other office correspondence.
18. Performs all other duties as assigned.

KNOWLEDGE AND EXPERIENCE: (Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform the duties of this position.)

1. Bachelor's Degree in construction management, transportation management, engineering or related field.
2. Two years' experience in transportation engineering and/or project management, construction management, open-space management, engineering or related field preferred, or equivalent combination of education and experience.
3. Demonstrated ability to prepare succinct and accurate reports.
4. Experience working with ESRI ArcGIS software.
5. Demonstrated proficiency in reading engineering plans. Possesses an understanding of transportation engineering and management.
6. Ability to establish and maintain effective working relationships and communicate effectively, both orally and in writing, with staff members, the general public, and representatives of other departments and agencies.
7. Demonstrated ability to understand and execute oral and written instructions.
8. Demonstrated ability to perform technician level computations in engineering, complete tasks with minimum supervision given oral or written instructions,
9. Proficiency in various computer applications to include, but not limited to, GIS and Microsoft Office.
10. Possesses a valid Vermont Driver License.

WORKING CONDITIONS: (Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

Internal- Internal work may include occasional work performed in climate-controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, hazardous fumes and gases is limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of internal job duties.

External- External work requires constant exposure to varying weather conditions while performing duties. Frequent exposure to hazards associated with close proximity to City repair or maintenance operations. Must be generally available and respond to emergency "call outs" at any time of day, year-round, regardless of weather conditions.

PHYSICAL DEMANDS: (The physical effort generally associated with this position.)

Work may include light to moderate physical effort required to perform duties, including walking over rough terrain, exposure to hazards at construction sites and in confined spaces and exposure to inclement weather conditions. Physical demands may include reaching, pushing, pulling, carrying and operating objects or tools of significant weight.

SUPERVISED BY:

Supervision is received from the Deputy Director of Capital Projects.