

**MAJOR FUNCTIONS**

This role will predominantly be involved in the management of capital projects for the Blueprint Infrastructure Program. The Senior Blueprint Project Manager will direct 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 direct 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 work closely with and for the Blueprint Design and Construction Manager and with the Blueprint Director to ensure the wide range of projects within the Blueprint Infrastructure Capital Improvements 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 the Blueprint Design and Construction Manager and the Blueprint Senior Capital Project Manager is expected to provide guidance to the Project Managers.

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

Serves as manager or oversees management of municipal projects, such as transportation corridors, stormwater facilities, trails and parks, construction administration and inspection, etc. and represents Blueprint at project meetings. Coordinates preliminary studies and prepares designs, plans, specifications, permit applications, estimates, reports and standards pertaining to the construction, maintenance, and operation of a variety of projects. Prepares budget and time frame estimates and finalizes project implementation plans. Performs and directs property acquisition services. Coordinates with City and County, Capital Region Transportation Planning Agency, Florida Department of Transportation and other regulatory agencies on matters of funding, planning, design, permitting, construction, and maintenance measures and responsibilities throughout all projects assigned. Drafts procurement documents to acquire services necessary to complete a variety projects, reviews all project procurement for compliance with Blueprint policies, and participates in the selection of professional service providers. Drafts and oversees the production of Board Agenda Items, and Technical Coordination Committee Agenda Items and Citizen Advisory Committee Agenda Items. Attends and presents at Board and Committee meetings as required. Administers a construction inspection program, certifies that construction work is in compliance to permitting agencies, and evaluates construction problems and provides engineering solutions. Oversees all aspects of project closeout including, but not limited to, permit compliance and closeout, property and tangible asset transfer, review and approval of final applications for payment, release of retainage, etc. Ensures all work products are in compliance with applicable City, County and Blueprint policies and procedures. Performs and directs consultants for necessary public outreach associated with assigned projects. Directs the development of maps and graphics for public presentation. Responds to citizen inquiries and interfaces with the public.

**Other Important Duties**

Maintains thorough knowledge of new developments and practices within the specific disciplines related to projects worked on. Attends conferences and training sessions 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. Performs related work as required.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge, Abilities And Skills**

Thorough 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. Knowledge of laws, codes, and statutes relating to the design of public works projects. Ability to plan projects and prepare related designs, estimates, and specifications. 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. Ability to maintain effective working relationships with other employees, other government agencies, and the general public. Skill in the use of microcomputers for relevant applications at the level necessary for successful job performance.

#### **Minimum Training and Experience**

Possession of a bachelor's degree in civil engineering, urban planning or a related field and five years of verifiable professional project management experience that includes a combination of public works, transportation engineering or planning, management of roadway design projects, management of stormwater treatment facility design projects, management of municipal construction 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