**Broward MPO Job Description: Program Specific Roles and Responsibilities**

Project Manager

**Description**

The Project Manager will assist with implementation of the MPO’s Complete Streets Master Plan, Mobility Hubs Program, Complete Streets and Local Initiatives Program (CSLIP), and other transportation programs and projects which collectively deliver a broad range of multimodal on-street facilities with a focus on innovation. The MPO seeks an individual with technical and transportation project management experience combined with strong communication skills. This position will work directly with local governments and implementing agencies to ensure coordination continues beyond the MPO funding decision and extends to the design and implementation phases. This position will coordinate delivery for a large volume of projects in a deadline-driven environment. This position may also manage complex transportation planning projects for the Broward MPO.

**MPO Staff Roles and Responsibilities**

The duties of the Project Manager include, but are not limited to the following:

* Perform various functions in the administration, oversight, design, construction observation, project management, and engineering work involved in complex multimodal transportation and traffic engineering.
* Coordinate project implementation with local and implementing agencies.
* Facilitate project communications between MPO, local and implementing agencies.
* Coordinate, manage, document, and communicate project schedule and budget.
* Review and interpret design drawings to ensure consistency with project intent.
* Conduct field visits and coordinate with local and implementing agencies.
* Manage project data and databases.
* Develop scope definition, participate in consultant selection, contract negotiation, contract compliance, concept development, plan review, right of way acquisition, and utility coordination.
* Define and maintain project schedules based on funding sources and project prioritization.
* Prepare and maintain project documents and files.
* Provide technical support for other transportation related initiatives.
* Engage with external and internal stakeholders to aid in decision making and task completion.
* Ensure project compliance with all applicable federal, state and local rules including federal reporting requirements including but not limited to Davis Bacon and DBE, review of consultant billing, preparation of grant reimbursement packages, and fulfillment of tasks.
* Provide advanced technical expertise in multimodal transportation planning.
* Plan, schedule, coordinate, and maintain collaborative and on-going multi-agency communication of transportation needs, studies, and plans.
* Execute, develop and implement MPO projects, studies, programs, plans, policies, and/or problems encompassing MPO activities.
* Prepare MPO transportation presentations and presents them to the public, governmental agencies and civic organizations.
* Execute programs, projects and studies within areas of expertise.
* Evaluate and render opinions of estimates of probable cost for individual projects.
* Assist in preparation of budget for assigned MPO program, system or section.
* Prepare MPO staff reports and present them at MPO Board and Committee meetings and public hearings. Prepare and present project updates and reports to MPO Management and Board.
* Provide information and assistance to the public and other governmental agencies.
* Perform all other related duties as required.

Education and Experience

* A Bachelor's Degree in engineering, planning, architecture or related field plus four (4) years of progressive responsible experience in project management, construction, engineering, architecture or related work. A Master’s Degree may be substituted for two (2) years of professional experience; or
* Any equivalent combination of relevant training and experience that provides the requisite knowledge, skills, and abilities for this job, which may serve as a substitute at the discretion of the MPO.
* Professional Engineer license and/or Certified Construction Manager preferred.