



JOB TITLE: Project Manager
DEPARTMENT: Planning & Development
REPORTS TO: Director of Capital Development
SALARY LEVEL: 105
SALARY GRADE: DOQ (\$68,856.43 - \$86,070.54 annually)

LAST REVISION DATE: 01/2019
EEO: Professional
FLSA: Exempt, Regular Full-time

PURPOSE OF JOB

Responsible for the planning, supervision and technical inspection of DCTA capital improvement projects, such as passenger amenities, park and ride facilities, and rail and bus facilities. Responsibilities include coordination with consultants or Architectural/Engineering firms in programming, scoping and budgeting projects, participation in contractor selection and acting as the Owner's representative on construction projects. Perform inspections of all phases of the work, including new and remodel commercial construction projects; coordinate with inspectors, contractors, design professionals contract administrators. Monitor progress on the project and ensure contractor compliance with the term and conditions of the contract and DCTA policies, procedures and safety program. Ensures all work is performed per Quality Control and Quality Assurance procedures and achieves the Authority's operation and maintenance needs. Also responsible for maintaining the Transit Asset Management System as well as the development and maintenance of DCTA's Drawing Management system. The incumbent in this class performs under the general direction of the Director of Capital Development.

ESSENTIAL FUNCTIONS

1. Responsible for maintaining the federally required Transit Asset Management System of the agency's plan. and monitoring any federal regulation and policy changes that might require modification
2. Exercise efficient and organized document controls by developing and maintaining agency's drawing management system.
3. Perform construction project management duties including the development of project scope and review of contracts, the preparation and review of cost estimates, monitoring of project schedules and budgets, monitoring performance of work.
4. Work with the Engineer of Record on assigned capital improvement projects, making frequent inspections of selected construction projects to ensure compliance with plans, specifications, and DCTA, local, state and federal policies.
5. Maintain close working relationships with transportation partners including North Central Texas Council of Governments (NCTCOG), Texas Department of Transportation (TXDOT), Denton County, Dallas Area Rapid Transit (DART), Trinity Metro and the cities within Denton County.
6. Maintain effective internal and external communication and coordination with all project participants, including internal agency departments, regional and local officials and the public regarding their interests and requirements in support of the project.
7. Ensure continuing stakeholder involvement by meeting with municipal engineering, planning and public works departments as well as other organizations, as assigned.
8. Serve as a liaison, when necessary, between contractors and design professionals.
9. Ensure that the contractor coordinates work with other inspectors, design professionals, sub-contractors, officials and testing labs.
10. Ensure compliance with Davis-Bacon, Buy America, DBE and other regulations on federally funded projects.
11. Monitor project progress and ensure contractor compliance with term and conditions of the contract and DCTA policies, procedures and safety program.
12. Reviews project pay estimates and status reports prepared by contractors, consultants or other inspectors;
13. Prepare monthly capital project reports for assigned projects.

14. Coordinate activities with other DCTA departments, municipalities, utilities and impacted parties including holding preconstruction project conferences.
15. Resolve construction conflict problems, ensures that requests for information are handled promptly and properly;
16. Determine when projects are ready for final inspection and makes recommendation for final acceptance; Prepares all close-out documents as required by the funding agency.
17. Review plans and schematics of third-party capital projects that impact DCTA's services, DCTA right-of-way or DCTA property.
18. Coordinate the preparation of construction bid documents for construction projects.
19. Work on-call in order to handle emergency problems in assigned area;
20. Perform other related duties and responsibilities as required.

REQUIREMENTS TO PERFORM WORK

Knowledge of:

- *Principles and practices of engineering, architecture, or related field;*
- *Principles and practices of public administration and/or project management and principles and practices of contract administration*
- *Principles and practices used in the preparations of designs, plans, specifications and cost estimates, construction practices and techniques, specifically public works construction*
- *Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs;*
- *Project development, scheduling, monitoring and control systems;*
- *Research methods and report presentation;*
- *Drawing management and document management systems.*

Ability to:

- Communicate ideas effectively and persuasively in writing and in oral presentations using graphics and statistics.
- Provide high-level leadership by building and maintaining effective working relationships with those contacted in the course of work including DCTA and other government officials, municipal agencies, community groups, the general public, vendors and media representatives;
- Provide technical coordination and management of development and/or implementation of projects;
- Interpret and apply Federal, State and local policies, procedures, laws and regulations including those of the Authority.
- Perform a broad range of supervisory responsibilities over engineering contract support services and others.
- Observe or monitor construction methods and materials to determine compliance with prescribed operating or safety standards.
- Perform mathematical calculations using knowledge of algebra, geometry, trigonometry, fractions, percentages, ratios and proportions.
- Prepare and monitor program budgets and expenditures;
- Review the work products of others for conformance with standards;
- Develop and maintain document management systems and procedures;
- Skill in the use of computers in a Windows-based environment; and,
- Work in a variety of weather conditions with exposure to the outdoor elements.
- Work irregular shifts, weekends, and holidays, as needed.
- Communicate clearly and concisely, both orally and in writing.
- Ability to get along with others, individually and in a large group. Has the desire to care for the organization's well-being and for the co-workers he/she interacts with. Interested in partaking in group development and team building activities.
- Possess a positive attitude, and practices good judgement, while open to receiving/providing feedback
- Be open to collaborate and work in a team-oriented and helping environment

- Possess an influential and welcoming communication style
- Foster a culture that values critical thinking and problem solving; and encourages constructive feedback, engagement, inclusion, and diversity at all levels

EDUCATION AND EXPERIENCE (Any equivalent combination of education and experience)

Equivalent of a Bachelor's Degree from an accredited college or university with major course work in construction management, architecture, engineering, urban planning, or other related discipline.

Five (5) years of increasingly responsible experience in project management, field inspection, engineering work and/or public works planning. Experience in working directly with General Contractors is preferred.

Must have an established track-record of building and maintaining effective working relationships with project partners throughout a project's duration.

Transportation and/or municipal experience is highly desirable. Certification as a Project Management Professional (PMP) is preferred.

Special Requirements: Hold a current valid Texas Driver's Licenses or have the ability to obtain one upon entry into the position.

PHYSICAL ACTIVITIES:

Physical activity includes, but is not limited to: on a continuous basis, sit at a desk for long periods of time; use a computer and monitor for long periods of time; intermittently twist and reach office equipment; write or use keyboard to communicate through written means; be on construction sites at various development stages; be exposed to weather elements and typical construction site hazards; lift moderate weight; reaching above the waist, reaching below the waist, and reaching waist to shoulder to reach inventory on shelves; repetitive motion and fingering when using computer keyboard; occasionally driving short and long distances for meeting attendance; data collection, observation of transit projects and operations during field work; and, talking and hearing when dealing with customers, vendors, etc.