

CLASS TITLE: MANAGER, PROJECT MANAGEMENT (DOT)

Class Code: 02334500

Pay Grade: 49A

EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Transportation, Division of Project Management, to be responsible for overseeing the administration and operation of the Project Management Program of the Transportation Capital program; be responsible for delivering the State's Transportation Capital Program within scope, on schedule, on budget and to the highest quality; will coordinate Program activities with other functional units and financial programs, ensuring overall cohesiveness among functional units and staff; may serve as Division Administrator in his/her absence; and to do other related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Administrator, Division of Project Management with wide latitude for the exercise of authority, initiative and independent judgment in the formulation of policy and program procedures; work is subject to review through consultations and written reports for satisfactory performance and conformance with applicable laws, policies, codes, directives, rules and regulations.

SUPERVISION EXERCISED: Plans, assigns, coordinates, directs and reviews the work of an administrative, management, professional, technical and clerical staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Transportation, Division of Project Management, to be responsible for overseeing the administration and operation of the Project Management Program of the Transportation Capital program; be responsible for delivering the State's Transportation Capital Program within scope, on schedule, on budget and to the highest quality; will coordinate Program activities with other functional units and financial programs, ensuring overall cohesiveness among functional units and staff.

To be responsible for assisting the Administrator of Project Management by directing capital asset protection management, including major transportation infrastructure design, construction and preservation.

To guide the project teams and interface closely with other national, regional and local transportation agencies; to ensure that all project support; quality assurance/control and asset management efforts are carried out in an effective manner.

To make recommendations to the Administrator, for the establishment or revision of the Departmental policies governing the design, engineering, construction, land survey and research work ; recommends new or revised policies resulting from legislative changes or changes in federal policies or regulations, requiring changes in operating, and reporting procedures.

To establish and maintain liaison with intra-departmental personnel, other State governmental agencies, Federal agencies, public utilities, trade organizations, and private concerns regarding capital program projects.

To plan, organize, and direct the assignments of work to project management teams through established supervision; monitors and guides work progress, review work plans and specifications, and reviews work for comprehensiveness, completeness, technical accuracy and compliance with standards, codes, policies, laws, rules and regulations, and Department directives.

To develop policies, procedures, methods, and performance outcomes for the managing and service delivery functions.

To develop budget and schedule information, monitors budget and schedule performance and reports performance variations.

To ensure conformance with all relevant laws, regulations, standards, codes, practices, policies, and procedures.

As requested, may serve as the Division Administrator in his/her absence.

As requested, to represent the Division Administrator at various meetings and events and to provide executive leadership in the development of departmental policies and objectives.

To put in place effective management systems and practices to ensure the effective implementation of projects on schedule and on budget.

To take steps necessary to ensure project budgets are effectively managed and communicated to other departments such that planning of projects can be accomplished.

To assign, oversee and manage staff to ensure effective project management.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of project management, including: design, engineering, construction, land, and research management; a thorough knowledge of Federal, and State standards; a thorough knowledge of planning, design, materials testing, and construction programs; a thorough knowledge of federally-compliant project and contract management methodologies, practices and procedures; the ability to resolve problems and perform detail design work; the ability to evaluate design concepts, quality-cost factors, and projected system requirements and developments; the ability to coordinate multi-project activities involving a variety of personnel, agencies, consultants and utilities; the ability to coordinate program work activities with other internal functional units and external agencies and organizations; a thorough knowledge of alternative project delivery methods, including public-private partnerships; the ability to communicate effectively verbally and in writing; the ability to develop and maintain effective working relationships with federal, state and local officials, subordinates and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a degree in Public or Business Administration, Finance, Architecture, Engineering or a closely related field; and

Experience: Such as may have been gained through: extensive employment in a highly responsible professional position involving capital asset management, or transportation engineering applying engineering principles, practices, techniques, and project management within a large private or governmental setting.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: February 21, 2016