
POSITION: SENIOR TRANSPORTATION ROADWAY PROJECT MANAGER, P.E.

REPORTS TO: Vice-President

QUALIFICATIONS:

Minimum Education: Bachelors Degree in Civil Engineering.

Minimum Experience: 8+ Years actual working experience in project production and technical work in Roadway and /or Drainage Design management

Required Skills:

- Strong technical knowledge and experience within field of practice
- Working knowledge of organization/operations policies and procedures, quality control procedures, personnel policies, technical capabilities, contracting policies and procedures, business development practices, sub-consultant policies and procedures, production support systems and project management process
- Working knowledge of relevant regulatory rules and procedures
- Experience and proven capabilities for making client, agency, and public presentations
- Superior written and verbal communications skills
- Strong interpersonal skills and demonstrated experience and capabilities to manage project teams, client relationships and public interaction on projects
- Demonstrated capabilities and experience in developing project work scopes, budgets, schedules and contract agreements, and participation in negotiating professional service contracts with clients and sub-consultants
- Computer efficiency in the MS Windows desktop environment
- Familiarity with Microstation V8, Geopak and FDOT software. plan preparation a huge plus

DUTIES/RESPONSIBILITIES:

This individual will oversee the planning, designing, and drafting production efforts of design staff for assigned projects including all associated tasks required under professional service contracts. The individual will also be responsible to manage the business development, project administration, contract procurement and monitoring of project performance on assigned projects for G&A and its clients. Candidate must have demonstrated communication skills to work with clients, G&A subconsultants and G&A staff. Will be required to represent client and G&A on specific projects involving public involvement and agency coordination.

Must be Team-oriented with a strong work ethic and a positive attitude. Must have a current, clean FL drivers' license. Must be able to travel when necessary, and be willing to work occasional extended hours and/or weekends when applicable.

LOCATION: Jacksonville, FL

References: previous employment references required.
