

ENGINEERING PROJECT MANAGER – TRANSPORTATION PLANNER**JOB DESCRIPTION**

Under general direction, serves as project manager with multiple responsibilities to support Transportation Engineering including overseeing the City's Transportation Planning Model, related traffic analysis, transportation planning support, grant application support and traffic operations assessments. This position will additionally support construction projects, including performing project and construction management, to ensure the delivery of quality construction of City of Bremerton transportation capital projects. Depending on the area of assignment, the project manager may supervise the work of technical staff (i.e. associate engineers, engineering technicians, etc.).

DISTINGUISHING CHARACTERISTICS

This is a professional staff management classification with responsibility for planning and managing street improvement projects, or other special projects, and will include both administrative and technical oversight. The candidate must exercise a high degree of independent professional judgment in resolving administrative and technical problems within program goals and objectives. The ideal candidate will have experience with transportation planning, capital project delivery, construction management and traffic engineering.

REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES (Note – this list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.)

Transportation Planning: Assists in the development and update of the City's various transportation plans, including the Transportation Element of the Comprehensive Plan, Transportation Improvement Program (TIP), and non-motorized plan. Leads the development of asset management prioritization plans as it relates to transportation infrastructure. Identifies, scopes and prepares planning level estimates for transportation capital projects. Assists in the development of transportation policies as they relate to land use, concurrency, and the Growth Management Act. Writes project funding grant applications.

Project Management: Monitors the progress of assigned capital improvement project work; gathers information and data to identify or establish project schedules, timelines, budget control procedures, progress report forms and routines. Identifies permit status/requirements, completes and submits permits on behalf of the City, initiates actions necessary for obtaining or coordinating work of others responsible for ensuring necessary permits are obtained on schedule. Establishes project management monitoring documents and reporting mechanisms. Contracts for, selects, prepares work plans for, and manages consultants and/or consultant teams. Assists in negotiating alterations to conditions necessary to project completion; researches and coordinates production of necessary legal documentation. Participates in review of bids; reviews detailed provisions of project contract documents; solves problems and advises various individuals involved in projects throughout the life of each project.

Inter-Agency Coordination: Coordinates project activity with other City departments. Provides information on project progress to external organizations and the public. Coordinates information exchange with other agencies involved in projects. Represents the City with external organizations on assigned project matters. Makes periodic verbal and written reports on project management activity and issues, including to City elected officials.

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General Operations: Responds to citizen complaints, inquiries and requests related to Transportation and Traffic Engineering activities, issues, programs, or projects. Performs other assigned work which is consistent with the responsibilities of the classification and necessary to the City and/or overall public works operations.

Other Duties

- **Regular attendance is an essential requirement**
- **Performs related work as assigned and/or required**

KNOWLEDGE, SKILLS AND ABILITIES (Entry Requirements)**Knowledge of:**

- Principles and practices of transportation planning, civil engineering, and construction standards and methods;
- Project management, budgeting, and consultant contract administration;
- Development, implementation, and administration of project management plans for major infrastructure projects;
- Principles and practices of quantitative financial and sequence planning and analysis;
- Techniques used for gathering evaluating and summarizing project information in preparing records and reports;
- Local, state, and federal regulations pertaining to public works engineering and construction, including ADA, SEPA and NEPA.
- Technical aspects of civil, mechanical, electrical, structural and geotechnical engineering designs and specifications, financing, estimating and budgeting, including calculating overhead, design and construction costs.
- Preparing construction contract documents, including engineering plans, specifications and estimates.
- Community outreach and engagement strategies

Ability to:

- Analyze challenges, define successful solutions and proactively solve problems
- Work cooperatively with City staff, members of the public, elected officials, and project stakeholders to move projects to completion in accordance with the goals of the City.
- Engage with communities, advocates and activists for input and feedback.
- Participate in and/or lead multi-disciplinary teams.
- Effectively manage multiple projects and assignments.
- Provide technical oversight of project design, right of way acquisition and construction.
- Supervise employees with a positive leadership approach.
- Monitor budgets during all project phases, taking impactful steps at appropriate junctures in the management of the project to ensure the project is completed on time and under budget.
- Apply professional management analysis principles to the design and construction of infrastructure projects;
- Interpret and effectively apply governmental policy intent and/or specific regulatory provisions to general and specific conditions;

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- Evaluate, plan and establish a proper sequence of action for responsible personnel to accomplish goals;
- Provide formal and informal verbal and written information and advice to a wide variety of people and officials;
- Persuasively and ethically communicate ideas and assert a point of view in complex or controversial situations;
- Operate modern office equipment and systems;
- Exhibit and instill in subordinates a high public service priority in contacts with the public and others encountered in the work;
- Apply principles of equal opportunity, workforce diversity and inclusion, and the Americans with Disabilities Act in managing personnel and service functions.
- Get along with others and be part of a team.
- Demonstrate excellent communication skills, including public presentations and written communications of all types.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires the ability to walk jobs sites and may include lifting 20-30lbs. Finger and hand dexterity required for keyboard use. Position requires sitting and standing for extended periods of time. Constantly operates a motor vehicle, computer and other office productivity machinery.

WORKING CONDITIONS

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.

Work is primarily performed in an office environment with field trips to make site visits and coordinate work activities. Attendance at meetings requires working evening hours. Exposure to varying weather conditions and physical hazards from traffic and construction equipment at project sites may be present.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a bachelor's degree in civil engineering, construction management, or other related field and five (5) years of full-time experience as a licensed Professional Engineer.

Completion of an accredited master's degree in civil engineering, or related field may be substituted for two years of the experience requirement.

An equivalent combination of education and experience sufficient to provide the applicant with knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

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A valid Washington State driver's license is required and must be obtained prior to date of appointment or another date set by the City.

Professional Engineering license in the State of Washington.

LEGAL AND REGULATORY CONDITIONS OF EMPLOYMENT

Fair Labor Standards Act: The position qualifies for exemption from the Fair Labor Standards Act minimum wage and overtime provisions under the Act's Administrative Employees exemptions.

Representation: This position is excluded from bargaining unit representation.

Civil Service: The classification is excluded from the City's Civil Service System.

Appointment and Removal Authority: The position is filled by appointment by the Department Head. Removal is by action of the Department Head in conformance with Human Resources Policies.

This classification specification does not constitute an employment agreement between the City and employee. It is subject to change by the City, with the approval of Human Resources, as the needs of the City and requirements change.