

PROJECT COORDINATOR

Classification	Exempt
Title:	Project Coordinator
Reports to (Title):	Deputy Executive Director for Strategic Initiatives
Salary Range:	\$55,000 - \$75,000

JOB DESCRIPTION

Summary/Objective:

The **Project Coordinator** position will assist with implementation of the MPO's Complete Streets and Local Initiatives Program (CSLIP), Mobility and Mobility Hub projects, which collectively deliver a broad range of multimodal transportation 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.

Duties and Responsibilities:

- Perform various engineering functions in the administration, design, construction observation, and project management of complex transportation and traffic engineering projects.
- Coordinate project implementation with local and state implementing agencies.
- Coordinate project communications between MPO, local and state implementing agencies.
- Coordinate, manage, and communicate reporting of 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 as applicable to successfully deliver, report, and comply with the intent of the Federal Transit Administration (FTA) grant fund award.
- Take on responsibility for 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 present them to the general public, governmental agencies and civic organizations.
- Execute programs, projects, and studies within areas of expertise.
- Assist in preparation of budget for assigned MPO program, system or section.
- Prepare and present various project updates, staff reports, project progress reports and other related information to MPO management, and MPO Board and its sub-committees.
- Provide information and assistance to the general public and other governmental agencies.
- Perform all other related duties as required.

Competencies:

- Project Management
- Contract management
- Civil Engineering
- Transportation Planning
- Decision making.
- Discretion.
- Judgment.
- Independence.

- Verbal and written communication proficiency.
- Personal effectiveness/credibility.

Education and Experience:

- A Bachelor's Degree in engineering, planning, architecture or related field plus four (4) years of progressive experience in 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.

The ideal candidate will bring the following preferred qualifications:

- Experience and interest in the design and/or implementation of bicycle, pedestrian, safe routes to school, transit priority, and infrastructure with an emphasis on multimodal transportation.
- Familiarity with the state of the practice including the NACTO Urban Street Design Guide, Urban Bikeway Design Guide, Transit Street Design Guide, the AASHTO Guide for the Development of Bicycle Facilities, and the Guide for the Planning, Design, and Operation of Pedestrian Facilities.
- Strong project/program coordination and management skills.
- Excellent communication, team working and problem-solving skills.
- Excellent communication skills written and verbal, ability to effectively communicate with internal and external stakeholders.
- Excellent computer skills in Access, Word, Excel, PowerPoint, Outlook; etc.
- Experience with Data Management, specifically with Microsoft Access Databases.
- Experience using Geographic Information Systems, specifically ArcMap.
- Possession of a current License as a registered Professional Engineer in the State of Florida or as a General Contractor by the State of Florida or Certification as a Project Management Professional (PMP).
- Experience managing the design and construction of streetscape improvements within an urban setting.
- Experience with implementing bicycle and pedestrian improvements along multiple, connected corridors as part of a large masterplan vision or transit oriented development plan.
- Experience implementing Complete Streets or NACTO-guided designs.

- Experience directing and problem solving, and handling conflict resolution meetings with contractors and stakeholders.
- Experience with written communication skills necessary to develop memos, articles, reports, etc. that provide information clearly and concisely for a variety of audiences.
- Experience as an effective public speaker with a strong ability to chair meetings.

Licenses and/or Certificates:

- Possession of and ability to maintain a valid State of Florida Driver's License.
- Other qualifications as appropriate or ability to learn.
- Professional Engineer preferred, but not required.

Supervisory Responsibility and/or Reporting Status:

- This is not a supervisory position.
- The position is under the direction of and responsible to the Deputy Executive Director for Strategic Initiatives or designated representative.

Knowledge, Skills, and Abilities:

- Knowledge of general transportation engineering principles and practices.
- Knowledge of sources of information, current literature, and recent developments in transportation project management.
- Skills in one or more functional transportation planning specialties.
- Ability to organize and analyze information, and perform planning research.
- Skill in developing and making presentations to large groups.
- Knowledge of public administration with particular reference to MPO, state and federal administration.
- Knowledge and skill in the use of transportation computer systems and software applications.
- Knowledge of office procedures, practices, systems, equipment and software, including Microsoft Office Suite.
- Ability to initiate and develop programs and policies.

- Ability to analyze MPO policy and technical issues and to make recommendations for decision making.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, political affiliation or sexual orientation.
- Ability to work with considerable independence, with minimal supervision primarily limited to unusually difficult matters.
- Exercise of considerable initiative and independent judgment in assuring that activities meet high standards of service, are performed with the maximum effective use of resources, and that work is accomplished in accordance with accepted technical standards and in compliance with applicable rules, regulations and laws.
- Ability to communicate effectively and clearly both orally and in writing.

Working Conditions:

- This job operates in both a professional office environment and outdoor field conditions at job sites.
- The noise level in the office work environment is usually quiet to moderate but the field environment can include high levels of noise where hearing and other protective devices may be required.
- The employee is exposed to outside weather conditions.

Physical Demands:

- While performing the duties of this job, the employee is regularly required to talk, stand; walk, use hands and fingers to handle or feel; and reach with hands and arms.
- The employee must be able to walk over uneven terrain, surfaces, and other conditions normally associated with a construction job site while wearing appropriate safety gear.
- The required field work requires standing and walking for extended times in outdoor conditions of south Florida, which include high temperature and humidity conditions.
- This is light work requiring the exertion of 20 pounds of force occasionally, and up to 10 pounds of force frequently.
- The work requires visual acuity and manual dexterity to operate computer equipment and for reviewing, checking, preparing and maintaining written and electronic documents.
- 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.

Position Type/Expected Hours of Work:

- This is a full-time position.
- The official hours of business are Monday through Friday, 8:00 a.m. to 5:00 p.m., but the MPO offers employees a variety of flexible schedule (i.e., flexible arrival and departure times) options within the limits set by the supervisor.

Security Clearance:

- None.

Travel:

- Regular travel within the county and occasional other travel is expected for this position.

Other Duties:

- The above information is intended to indicate the general nature and level of work performed by employees in this position. This description is not intended to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this position.
- Duties, responsibilities and activities may change at any time with or without notice.