

TRANSPORTATION **PROJECT/CONSTRUCTION MANAGER**

BASIC FUNCTION: Under general supervision of the Director of Transportation, coordinates transportation project and construction management and planning activities required to administer the Coachella Valley Transportation Program.

REPRESENTATIVE DUTIES: Responsibilities may include, but are not limited to the following:

- Reviews architectural/engineering/construction plans (conceptual drawings to final construction) of firms performing work for CVAG or its member agencies and evaluates their performance; assigns construction contract modifications and negotiates contract change orders.
- Prepares estimates and bidding documents; knowledge of rules of bidding and the rights and liabilities of construction contractors and design professionals.
- Knowledge of Caltrans procurement processes.
- Schedules construction projects and assists in determining construction methods, labor needs and project time frames.
- Inspects and monitors on-site construction activities.
- Knowledge of Construction Law and Contract Management.
- Conducts technical studies and prepares reports and recommendations related to traffic, transportation, or other specialized studies.
- Gathers technical data required for planning of a wide variety of civil engineering/transportation planning projects; provides technical expertise to CVAG or its member agencies and the public, and technical oversight to consultants; negotiates, coordinates and prepares funding agreements; may negotiate cooperative agreements with other agencies.
- Attends/conducts meetings for public and private groups to present proposed transportation projects and gathers input from CVAG member agencies; and assists in answering questions and providing information relating to CVAG's Transportation Program policies.
- Provides transportation analysis and planning, including transportation networks and modeling; transportation/land use interactions (using RIVTAM, a sub-regional model of SCAG); socio-economic data analysis; assisting with policy development and implementation strategies; and preparing and presenting reports related to the administration of the Coachella Valley Transportation Program.
- Coordinates the gathering, collection and analysis of regional data by working with city, county and tribal administrative, management, and technical personnel.
- Performs contract administration, monitors project budgets and expenditures, evaluation of invoices, and processing of billings for transportation projects including Caltrans billings for federally funded projects.

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- Prepares requests for proposals, evaluates proposals, conducts interviews and negotiates with consultants for transportation planning, design and construction projects.
- Facilitates group consensus building, intergovernmental coordination, strategic planning, and impact analysis through effective public speaking and work group management and administration.
- Assists in the development of the department work plans and annual budget.
- Supervises subordinate staff where appropriate.
- Performs special assignments for the Executive Director and the Transportation Director upon request.

MINIMUM QUALIFICATIONS: Six years of transportation planning/engineering/construction management experience; Bachelor's Degree is preferred but not required. Knowledge/background in transportation planning, project/construction management are highly desirable. Analytical, organization and communication skills as well as computer literacy (Windows 10 or newer) in word processing, spreadsheets and internet.

PHYSICAL CONDITION: Essential and marginal functions may require maintaining physical condition for sitting or standing for prolonged periods of time. May require prolonged periods outdoors under different weather conditions.

LICENSES AND CERTIFICATES: Valid California Driver's License, Class C; Licensed Inspector or Construction Management certifications are required.

CLASSIFICATION: 2