

CITY OF CHATTANOOGA

Classification Specification Title: Transportation Project Manager

Department: Public Works

Pay Grade: GS.13

Supervision Received From: Engineering Manager

FLSA Status: Exempt

Supervisory Responsibility For: None

Established: 7/01/19

Revision Dates: 4/4/25;

**10/18/24; 12/11/23;10/20/23;
1/11/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for planning, directing, organizing, coordinating and communicating project management services for federally funded, capital and some operational projects related to transportation infrastructure. They assume responsibility for project decision-making, including managing resources, budgeting and directing a project team.

Work requires limited supervision and the use of independent judgment and discretion. Transportation Project Managers (TPM) assure delivery of on-time and on-budget projects. These outputs require complicated and nuanced skillsets, requiring technical coordination with Finance, Purchasing, Capital Budget, Mayor's Office, CDOT Administrator, other divisions of Public Works, as well as the very labor-intensive and detailed tasks associated with Federally funded projects managed by the TDOT Local Programs Office.

SERIES LEVEL: This is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Manage assigned projects including monitoring project and budgetary performance and compliance with applicable specifications, regulations and laws related to transportation infrastructure.

Ensure quality and timeliness of work performed oftentimes by independent entities for which the TPM has no supervisory authority.

Identify the critical schedule path, identifying risks, and making adjustments as needed to meet deadlines.

Plan, prioritize, delegate and review the work of city design staff and/or consultants by establishing schedules and methods for achieving project goals and objectives.

Participate in the year-to-year and multi-year Capital Improvement Plan as well as the federally mandated Transportation Improvement Plan, including contribution to the creation of the plan as

well as ongoing maintenance of its projects, as assigned. Direct and review the analysis of a variety of data and information; formulate recommendations based on findings.

Understand and manage long-range priorities and adjust daily work scope independently and accordingly to achieve on-time and on-budget success.

Responsibly manage work processes and procedures as needed to assure success; identify and mitigate risk, ensure adherence and compatibility with organizational goals, objectives, and strategic initiatives.

Stay apprised of and on the cutting edge by independent interest and research of current technical literature, maintaining professional affiliations and attending workshops and technical training sessions when appropriate.

Assist in the procurement and oversight of professional consulting and/or contracting services which includes assembling bid documents, preparing specifications, opening bids, evaluating responses to bids, participating in pre-bid meetings and performing other related activities.

Represent the department and/or the City at a variety of meetings, public events, training sessions, on committees and/or other related events or groups in order to receive and convey information pertaining to City policy, projects or programs.

Understand and concisely convey the purpose and intent of our projects to a variety of audiences. Review and coordinate work products with stakeholders and the general public, making corrections accordingly and coordinating those changes in a way that retains, if at all possible, the project scope, budget, and schedule.

Manage project communications; measure and report schedule performance to project stakeholders. Communicates with management staff, other employees, developers, engineers, contractors and external organizations to coordinate activities. Maintain a variety of engineering records and documentations including project financials for a variety of operations as required by the City Finance Department.

Responsible for submission of reimbursement packages for reimbursement of federal funds.

The TPM is also responsible for aiding and training of junior and support staff members in design and implementation of roadway designs.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Perform other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS: Bachelor's Degree with training emphasis in Civil

Engineering, Architecture, Landscape Architecture, Engineering Technology, Construction or Project Administration or other closely related field and four (4) years previous experience in project management; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: PMP, PE, AIA, PLA preferred

SUPPLEMENTAL INFORMATION:

Knowledge of project management principles and practices; technology development methodologies; problem solving methods; workflow and process analysis methods and enterprise software applications. Strong communication skills; attention to detail, schedule and budget maintenance.

Skill in using a computer and related software applications; managing projects; analyzing and integrating transportation project goals with available resources; facilitating meetings; analyzing problems and recommending solutions; managing multiple projects and meeting deadlines; presenting information; resolving and mediating conflict; influencing others; conducting negotiations and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require physical manipulation, grasping, feeling, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT: Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.