

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Transportation Project Manager

Class Code: 040851
Pay Grade: GJ

A. Purpose:

Manages transportation projects from preliminary through final stages including preparing designs for both traffic control sequencing and maintenance type projects, project management on maintenance type projects or basic projects, directing personnel assigned to complete inspection and material testing, and completing final documentation to close projects; and manages right of way permits such as access, utility, and occupancy and oversees asset management activities.

B. Distinguishing Feature:

Transportation Project Managers are assigned transportation projects to manage and ensure compliance with plans and specifications and are finalized as intended to the benefit of the state.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Manages transportation projects and contract administration to ensure construction is accomplished in compliance with plans and specifications.
 - a. Consults with engineering supervisor on a variety of assigned projects such as contract maintenance and state/funded projects.
 - b. Coordinates and prioritizes project activities, and assigns and prioritizes work to staff to accommodate contractors' schedules.
 - c. Coordinates project activities with contractors, other agencies, local governments, utility companies, landowners and business owners, and the traveling public.
 - d. Interprets plans for contractors and staff to ensure proper understanding and implementation of the project purpose.
 - e. Provides work direction to project staff, oversees acceptance testing, answers questions, checks their calculations and work, and provides training in procedures.
 - f. Inspects contractors' activities during construction, accepts or rejects procedures and materials, develops corrective actions to achieve acceptance, or stops contractors' work.
 - g. Prepares construction change orders, bi-weekly pay estimates, work progress reports, project press releases, keeps project diaries, and final documents to close projects.
2. Designs and prepares construction and contract maintenance plans and specifications and reviews plans for other department staff.
 - a. Identifies contract maintenance needs and scope projects based on field inspections, customer input, coordination with highway maintenance supervisors, and other staff.
 - b. Designs and assembles complete sets of plans for construction and maintenance projects.
 - c. Participates in constructability review meetings to develop project sequence and traffic control phasing.
 - d. Designs and assembles traffic control section for both formal construction projects and informal contract maintenance projects.
 - e. Coordinates with other department offices on plan development, such as road and bridge design, right of way, environmental, project development and region design.

- f. Prepares engineering estimates prior to bid letting.
 - g. Reviews plan designs from other department offices as assigned.
3. Reviews right-of-way permit applications and encroachment surveys for construction projects.
 - a. Prepares revocable occupancy agreements in coordination with the department legal office.
 - b. Inspects site conditions for submittals and gather relevant information.
 - c. Reviews administrative rules and provide permit, information and recommendation to area engineer.
 - d. Provides correspondence to applicants on approval, modifications, or denial of permits.
 - e. Applies guidelines to encroachments noted and provides recommendations to area engineer.
 - f. Submits encroachment surveys to Federal Highway Administration (FHWA) for concurrence and approval.
 - g. Coordinates and communicates with landowners and local governments on encroachment items.
 - h. Monitors compliance with conditions on permits, encroachment agreements and encroachment removals.
 4. Assists with management of department assets.
 - a. Provides technical assistance and oversight of department assets, such as guardrail, pipe, signs to collect data and manage data base including software and hardware use.
 - b. Updates asset inventories with data collection devices.
 - c. Assists staff in collection device setup and training.
 - d. Uses GIS and ArcMap to update inventory data and prepare maps / reports.
 - e. Reviews asset inventory reports and recommends contract maintenance or other work.
 - f. Recommends methods of repair or improvement on assets, such as culverts.
 5. Performs other work as assigned.

D. Reporting Relationships:

Reports to an Engineering Manager II or the Area Engineer. Does not supervise but provides direction and technical expertise to staff.

E. Challenges and Problems:

Challenged to implement construction processes and activities to comply with construction plans and state and federal laws and rules. This is challenging because it requires the project manager to organize, manage, and coordinate assigned procedures and activities necessary to attain and verify an acceptable end product; select, train, and monitor staff and use their skills most effectively during each phase of the project; authorize and oversee contractors' work and monitor and measure work results against the project plans; and perform administrative work to document work progress and recommend payment, verify contractors' products, recommend penalties, initiate project changes, and formalize acceptance of project results through the finaling process. Further challenged to keep up with frequent changes in guidelines, methods, and procedures; and to incorporate those changes into the routines for which the individual is responsible.

Problems include making sure available staff have the skills they need to accomplish assigned work; confronting contractors with compliance issues and helping find resolutions; explaining project purpose and activities to the public, landowners, and business owners; rescheduling work activities when priorities change, contractors fall out of sequence, or the weather intervenes; monitoring and documenting multiple procedures going on simultaneously; and making sure project documentation is completed and collected daily.

F. Decision-making Authority:

Decisions include recommendations for project staffing; work assignments to staff whether or not they need training; recommendations for resolution to contractors' noncompliance; site-specific adjustments to specifications; whether or not to stop work; estimates of quantities; taking care not to over-estimate and over-pay; whether material tests are being performed properly and recorded accurately; whether materials are failing; whether project file documentation is adequate; and recommendations for project changes.

Decisions referred include staff assignments to projects; solutions to contractors' non-compliance that requires work to be redone or penalized; project-specific adjustments to specifications that are outside established parameters; and solutions and penalties for failing materials.

G. Contact with Others:

Daily contact with technicians and seasonal staff to discuss work assignments; with contractors superintendent on projects to discuss plans, specifications, work schedules, and to resolve construction-related problems and correct work; weekly contact with land/business owners/developers to coordinate right of way occupancy permits and access permits; with utility companies and local governments to coordinate utility permit requirements, location, restoration; with local governments (county) for contract administration on county pavement marking projects; with region design for plan preparation and regional lettings; with area staff for project staffing needs and project progress, conflicts or change orders; with project development, right of way, environmental staff to discuss plan design and schedules; and with highway patrol and other local law enforcement to discuss permits.

H. Working Conditions:

Works in a typical office environment; on construction sites where there may be exposure to weather and other environmental conditions, high traffic, heavy equipment at work, and hazardous materials and situations. and in the field while monitoring contractors' activities.

I. Knowledge, Skills and Abilities:

Knowledge of:

- construction management, e.g., construction sequencing, cost estimating, change orders, etc.;
- basic engineering principles and practices;
- technical engineering practices and procedures, e.g., testing, inspection, drafting, surveying;
- bid-letting processes.

Ability to:

- review basic and technical engineering designs and applications and make recommendations for corrective actions;
- independently administer all aspects of construction projects, including budget;
- gather and analyze data for input into plans;
- interpret and apply engineering knowledge, regulations and standards;
- conduct complex inspections;
- develop specifications that define plan requirements;
- use computer systems proficiently.