

InNovo is looking for a Highway Design Project Manager to join our growing team here in Central Florida. Under direction, this Project Manager will apply technical expertise and project management experience to manage project teams on conventional and unconventional projects. This role will also perform the basic project functions of production coordination, planning, organizing, directing, controlling, financial management and marketing assistance. Functions as a mentor to technical professionals to assist in their training and development.

Duties and responsibilities will include the following:

- Coordinates and participates in contract negotiations with clients and subcontractors, and drafts complex professional service agreements and addenda for review by senior management.
- Directs project team and client compliance with contract terms and monitors subcontractors' compliance with contractual commitments.
- Prepares project work plan, scope, schedule and budget, and communicates these to project team members; monitors/manages project production for compliance with schedule, budget and quality objectives.
- Monitors reports and schedules to ensure appropriate charging of manhours, costs and expenses to projects, and to communicate project progress/status to senior management.
- Establishes and maintains project account files on the computerized project management information system, and periodically reviews project reports for accuracy and completeness.
- Monitors client billings, assists in obtaining payment from clients, and resolves client disputes, adjusting project billing records as required.
- Monitors subconsultants' progress and performance, reviews and approves subconsultant and vendor invoices, and resolves payment and project disputes.
- Schedules and coordinates project meetings with the project team, regulatory agencies, the client, and others involved with the projects.
- Reports financial status of projects to technical managers.
- Identifies new business opportunities for the firm, coordinates and participates in project presentations to clients and other external groups, and promotes firm's capabilities, marketing its services among existing and prospective clients.
- Participates in project opportunity evaluation, consultant selection, and the preparation of firm's qualification/experience statements.
- May supervise technical professionals, associate project managers and design staff including workload and staffing management.
- Performs such other duties as the supervisor may from time to time deem necessary.

EDUCATION AND EXPERIENCE

- Bachelor's degree in field(s) of practice. Graduate degree desirable. Management coursework and/or MBA a plus. This level may be achieved with 10 years' experience in project production and technical professional activities, four of these working as a Project Manager.
- This applicant will have minimum 5 years' engineering experience after professional engineering registration.
- FDOT experience is a plus.

SPECIAL SKILLS

- Must have highway/roadway design and project management experience.
- Knowledge of PD&E processes is a plus.
- Excellent technical and interpersonal skills.
- Proven ability to manage individuals and teams, provide leadership, and manage project production.
- Good public speaking ability.
- Strong project financial management skills.

- Knowledge of production support systems and personal computer proficiency.

PROFESSIONAL REGISTRATIONS

- Professional Engineer's License in Florida required, or ability to obtain one within 6 months.

ADDITIONAL REQUIREMENTS

- Must be able to travel within the state.
- Strong understanding /history with FDOT clients and municipalities.
- Strong project/financial management background