

InNovo is looking for a Project Development & Environment (PD&E) 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:

- Serves as a PD&E Project Manager for the client's Engineering Group ensuring scope, schedule and budget requirements are achieved.
- Effectively manages major PD&E projects with a high degree of interdepartmental and interagency coordination; identify and mitigate project risks.
- Provides support to the client's staff on numerous types of PD&E/design/construction projects related primarily to capacity improvement projects, express lanes and toll facilities.
- Collaborates with Client Management in Planning, Production, Construction, Tolls, Maintenance and Operations and major program/project stakeholders.
- Typical projects may become construction management engagements, significant design-build, design-bid-build, or design-build-operate-maintain undertakings, major and unique structures.
- Coordinates and participates in the preparation of the Request for Proposal documents developed by the Florida Department of Transportation (FDOT) for the acquisition of professional services to prepare PD&E documents for large, complex capital improvement projects and deliver the infrastructure required to support associated tolling operations.
- Coordinates and works with FDOT to support project development and delivery from conceptual phase, planning, design, construction, implementation, to ongoing operations and maintenance.
- Serves as an extension of client staff, working on a daily basis with the agency's offices.
- Performs occasional field work with technical staff, to collect site specific data as projects require.
- Assists in preparation of graphic displays, presentations, reports.
- Coordinates public involvement activities, including community workshops, public meetings and presentations to agencies and organizations.
- Prepares and maintains project work plan, scope, schedule and budget, and communicates these to client project team members and management; monitors/manages project production for compliance with scope, schedule, budget and quality objectives and commitments.
- Coordinates PD&E document reviews and development of agreements with local governments, utility agencies, and other stakeholders.
- Assists with right-of-way needs identification and potential acquisition.
- Provides design support related to the PD&E project.
- Monitors and enforces compliance with established quality control standards, ensuring that appropriate quality assurance activities are being performed throughout the project, reviews QC plans and periodic QA compliance audits.
- Assists client with evaluation of consultant performance.
- Performs such other duties as the supervisor may from time to time deem necessary.
- Knowledge of NEPA process and procedures.
- Knowledge of FDOT policies, procedures, and standards.
- Proven collaborative leadership with effective negotiation, interpersonal and partnering skills.
- Strong written, oral and listening communication skills in English; good public speaking ability.
- Excellent analytical, problem-solving, and decision-making skills; organizational and time management skills.
- Strong project financial and schedule management skills.
- Proficient in Microsoft personal computer applications such as Word, Excel, PowerPoint, and Project; Working knowledge of SharePoint and other project management / production support systems.

- Professional Engineer Registration in the State of Florida is required, or if registered in another state, the ability to obtain registration in the State of Florida within three (3) months.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Civil Engineering required. Management coursework and/or MBA a plus.
- Requires minimum of eight (8) years engineering experience in project PD&E, production and technical professional activities.
- Experience with toll facility/limited access projects is a plus.
- FDOT experience is a plus.

SPECIAL SKILLS

- Must have Planning, PD&E, production and project management experience.
- Knowledge of PD&E processes.
- Experience in Public Involvement and Stakeholder Coordination.
- 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 3 months.

ADDITIONAL REQUIREMENTS

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