

InNovo is looking for a creative, energetic, detail-oriented team player to join our team in Orlando, Florida as a Senior Highway Design Project Manager, supporting the Florida's Turnpike Enterprise (FTE) General Engineering Consultant (GEC) Program, working as an "extension of staff" in the client's office in Ocoee, FL (metro Orlando area). This position will provide career growth opportunities through engagement with FTE toll road, and express / managed lanes toll road infrastructure projects. The ideal candidate should have twenty years' experience managing complex roadway design projects, specifically focused on limited access and / or toll facilities. This position offers a work schedule of 4 days/week in-office, and one day teleworking!

Who is InNovo?

InNovo Partners is a transportation engineering, planning, and technology solutions firm. One of our core functions is helping clients make better decisions using innovative technologies and data. Our team of engineers, planners, and technology professionals specializes in providing insights and business intelligence by incorporating data analysis and visualization to scenario planning, policy development, transportation planning, traffic operations, and asset management. Our clients include state and local government agencies, municipalities, transportation and metropolitan planning organizations, and private organizations. Our diverse team is our greatest asset, and we use their comprehensive skills to identify and solve problems for a safer and more efficient transportation system.

Responsibilities Include:

- Under direction, technical expertise and project management experience applies to managing project teams on conventional and unconventional projects. Also performs 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.
- 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.
- Reviews project invoices, reports, and schedules to ensure appropriate charging of person-hours, 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 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.
- Identifies new business opportunities for the firm, coordinates and participates in project presentations to clients and other external groups, and promotes the 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.
- Performing such other duties as the supervisor may from time to time deem necessary.

Required Skills:

- Must be innovative, detail-oriented, experienced in highly visible/controversial projects.
- Capable of managing complex projects that have multiple stakeholders.

- Strong people skills to develop good working relationships with staff, officials, and stakeholders and to resolve complaints.
- Reading comprehension to understand technical and legal materials.
- Ability to work on several projects or issues simultaneously.
- Ability to manage projects effectively and meet deadlines.
- Effective written and verbal communication skills
- Ability to manage and conduct in-person and virtual public participation activities, meetings, and hearings.

Minimum Qualifications:

- Bachelor's degree in field(s) of practice.
- 20 years of experience in project production and technical professional activities.
- Professional Engineer's License preferred.
- FDOT experience is a plus.
- Must have highway/roadway design and project management experience.
- Must have experience presenting projects in public meetings or in coordination meetings with stakeholders.
- Knowledge of PD&E processes is a plus.
- Excellent technical and people skills.
- Proven ability to manage individuals and teams, provide leadership, and manage project production.
- Good public speaking ability.
- Knowledge of production support systems and personal computer proficiency.

InNovo Rewards & Benefits:

InNovo values you, the company's greatest asset! InNovo is proud to offer a robust rewards package to enable all employees the tools for a successful and healthy work like balance. At InNovo you will have access to the following benefits:

- Opportunities to work on a variety of meaningful and exciting projects.
- Competitive Salary
- 401(k) Matching with Employer Matching
- Group Insurance
- Dental insurance
- Health insurance
- Vision insurance
- Short Term Disability
- Long Term Disability
- Life Insurance
- Paid time off
- Flexible Working Schedules
- Tuition reimbursement
- Public Holidays
- Professional Development
- Teambuilding and Collaboration Opportunities
- Bonus pay.

Ability to commute/relocate:

- Orlando, FL: Reliably commute or planning to relocate before starting work (Required)

To apply for this position submit your resume to mgross@innovopartners.com