



DISASTER RECOVERY PROJECT MANAGER

PRINCIPAL DUTIES AND RESPONSIBILITIES

The employee for this position will serve as a **Disaster Recovery Project Manager** for the Department of Public Works' Project Management Office (PMO) and is responsible for accomplishing the work with the assistance of one or more engineers and technicians. Works on, and leads others on complex federally funded highway or other transportation construction project(s) of such scope and character that considerable judgment must be exercised in administering the contract to meet field conditions encountered. Typical projects often involve various types of grading, drainage, pavements, and structures where conventional designs are used. Utilizes professional knowledge and application of DPW highway engineering principles, practices, policies, and standards; along with construction/contract administration, surveillance and inspection procedures, practices, precedents, and policies in accomplishing the work. Within this framework, the incumbent performs the following:

- Manage FEMA 404 Hazard Mitigation Projects
- Manage FEMA Public Assistance Projects
- Manage project schedules.
- Coordinate meetings.
- VITEMA Project Reporting
- Invoice review and approvals - PG final approval
- DPNR coordinator for permitting.
- Manage the Right-of-Way (ROW) process.
- Provide technical assistance for PA projects.
- Project Design management
- Construction Project Management

OBJECTIVE PERFORMANCE EVALUATION

As a condition and part of this contract, the consultant's performance and progress shall be evaluated periodically by an objective performance evaluation process. Satisfactory performance shall be the basis for retention or extension of this professional services contract. Unsatisfactory performance shall be cause for termination or for other contractual remedies.

SUPERVISORY CONTROLS

The PMO Manager assigns work in terms of the specific project or projects together with overall objectives, priorities, and any anticipated problems. The incumbent plans, schedules, and coordinates the work; carries out assignments through to completion, solving problems as they occur while utilizing considerable judgment and latitude of independence. Keeps the PMO Manager informed of progress and seeks assistance on unusual or controversial problems. Completed work in the form of recommendations, plans, and reports will be reviewed for general adequacy, obtainment of objectives, and sound engineering judgment.