

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Work Phone:

2. Class Title (i.e. payroll title):

Transit Capital Project Coordinator (or Project Manager)

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Vacant, Transit Capital Program Manager

Work Phone:

5. Department, Division & Section:

Transportation/Transit/Development

6. Work Address:

1245 E Washington

7. Hours/Week: 40

Start time: 8:00 End time: 5:00

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

10. Position Purpose: (How this position fits into the overall mission, vision, and goals of your agency and work unit.)

This position will execute the development and implementation of assigned capital projects meant to advance the speed, reliability, efficiency, and/or customer experience for Metro services.

11. Position Summary:

Position will manage major projects for the Metro. Project examples include Bus Rapid Transit (BRT), transit centers, bus lanes, bus bulbs and floating stops, specialized signals, railroad crossing exemptions, and other similar projects. Responsibilities will include conceptual project planning, vendor selection, budgeting, outreach, design oversight, and construction oversight.

12. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
- Plans, directs, manages and oversees the activities of assigned projects for local route supporting infrastructure, programs and functional areas; provides for planning, alternatives analysis, environmental analysis, third party agreements, conceptual, preliminary, and final engineering for assigned projects; coordinates activities with other departments, divisions and outside agencies; and provides highly responsible and complex administration support.
 - Analyzes problems, identifies alternative solutions; projects the consequences of proposed actions; implements recommendations in support of the corridor projects and the Agency goals; and ensures the support and involvement of the other key Metro functions that are necessary to design and implement projects identified and adopted by Madison Common Council.
 - Plans stakeholder and public meetings in conjunction with the Public Affairs department; gives presentations in a wide variety of public settings, including meetings with over 100 potential attendees; meets with City Alders to convey project details.
 - Participates as a contributing member in Agency-wide initiatives and represents the interests of the Department; and represents project issues to the departments/divisions, the senior leadership, and the Transportation commission as well corridor stakeholders.
 - Develops, administers, maintains, and oversees the annual capital budget for assigned projects; provides leadership and direction to project teams in relation to their individual project scopes, schedules and budgets
 - Ensures all local, state, and federal racial equity and social analyses are performed at the appropriate times in projects and that equity recommendations are implemented.
 - Performs other duties as assigned.
13. Primary knowledge, skills and abilities required:
- Knowledge of FTA grant program requirements
 - Strong understanding of infrastructure construction concepts and procedures
 - Operational characteristics, services, and activities of transit as it relates to area of assignment.
 - Principles and practices of program development and administration.
 - Transportation planning and traffic engineering concepts, practices, procedures, and policy issues.
 - Development and third party negotiation and consensus building principles and practices and conflict resolution.
 - Knowledge of local, state, and federal racial equity and social justice tools and requirements.
 - Strong oral communication skills, including public speaking
 - Contract and agreement administration.
 - Project management techniques and principles.
 - Pertinent federal, state, and local laws, codes, and regulations.
 - Strategic policy management principles and practices.
 - Principles of business letter writing and basic report preparation.
 - English usage, spelling, grammar, and punctuation.
 - Modern office procedures, methods, and equipment including computers and computer applications such as word processing, spreadsheets, and statistical databases.
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14. Special tools and equipment required:

15. Required licenses and/or registration:

Professional Engineering or construction management license preferred

16. Physical requirements:

17. Supervision received (level and type):

18. Leadership Responsibilities:

- This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

19. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE

DATE

20. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
 Other comments (see attached).

SUPERVISOR

DATE

Instructions and additional forms are available from the Human Resources Dept., Room 261, Madison Municipal Bldg., calling 266-4615 or visiting cityofmadison.com/employeeenet/policies-procedures/position-descriptions.