

FEDERALLY FUNDED PROGRAM MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is professional work involving management/leadership of projects and programs related to federal applications (including but not limited to grants), federal processes, federal reimbursements and federally funded projects. Incumbent will act as Chief Federal Project Coordinator for federally funded efforts, managing confidential financial resources and information relating to each project, including litigation support and contractor payments, and ensuring that projects comply with federal and state laws, rules, regulations, requirements and guidelines. Duties include review, research and application processes for federal and state grants. Work is performed under general direction of the Commissioner of Highways and Facilities. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, directs and coordinates activities of federally funded highway projects to assure compliance with federal and state requirements and guidelines, to meet federal and state goals and objectives, and to deliver projects on schedule;

Reviews federally funded project proposals and plans;

Manages timeframes and funding limitations, decisions regarding methods and procedures, staffing requirements and allotment of resources during all project phases;

Serves as liaison between Commissioner and Federal and State agencies, project managers and contractors hired by the County;

Establishes Project Management Plan (PMP) for each project, to be jointly developed with New York State Department of Transportation (NYS DOT) Regional Local Project Liaison (RLPL) in the case of locally administered federal aid transportation projects;

Acts as Chief Federal Project Coordinator (CFPC), working in concert with department supervisory personnel, for federally funded efforts;

Manages confidential information related to each project, including financial resource, litigation support and contractor payments;

Acts as Project Manager for construction projects per NYSDOT Procedures for Locally Administered Federal Aid Projects (PLAFAP), Section 15.2.3, in accordance with requirements of United States Department of Transportation Federal Highway Administration Title 23 CFR 635.105(c) (4);

Oversees construction management including staffing, recordkeeping systems, review of daily work reports and engineer diaries, review of work schedule, major construction items and operations etc.;

Monitors the following, in coordination with NYS DOT and federal funding sponsor: pre-construction phase, materials quality control and quality assurance, pre-construction conference, construction phase, construction safety, construction inspection, contract administration and documentation;

Represents Putnam County in regular progress meetings;

Maintains inspection records to ensure documentation for quality and quantity of materials, equipment, labor and other items as necessary;

Ensures compliance with all statutory and regulatory requirements, including but not limited to Buy America requirements, wage requirements, civil rights reporting, uncompleted work agreements, records retention, construction monitoring, etc.;

Reviews, researches, writes and submits proposals, and applies for Federal and State grants, including scope of projects and financial cost/benefit analyses, as directed;

Works with Department of Planning, Development and Public Transportation to scope proposed projects and develop cost/benefit analyses;

Assists in the research of federal and state laws, rules and regulations applicable to any departmental efforts;

FEDERALLY FUNDED PROGRAM MANAGER (cont'd)

Assists in managing and coordinating projects funded by Federal disaster assistance to affected communities and to coordinate these activities with the County's Bureau of Emergency Services;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of project management, construction management, construction contracts, and quality assurance/quality control procedures; good knowledge of record keeping procedures for capital and related projects from conception to completion; knowledge of FEMA, DEP, DEC, NYSDOT, and MNR Rail Transit operations and required safety rules; familiarity with transportation operations and/or other applicable civil/structural construction experience; familiarity with state and federal codes and regulations pertaining to design and construction; expert ability to negotiate effectively under stressful conditions with multiple and competing stakeholders while maintaining focus on goals and objectives; ability to lead, motivate, build consensus and organize all facets of job responsibilities; ability to anticipate critical areas of concern or volatility and to apply initiative, creativity and sound judgment in resolving and diffusing the issue or problem; ability to provide leadership, manage projects, analyze problems and make decisions; ability to establish and maintain effective professional relationships; ability to give and understand complex oral and written instructions; ability to communicate effectively orally and in writing; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; accuracy; tact and courtesy.

MINIMUM QUALIFICATIONS:

- a) Bachelor's degree in Civil Engineering or Construction Management and six (6) years of experience with project management, construction management, construction contracts, and quality assurance/quality control procedures of complex transportation projects totaling \$2 million or more; or
- b) Level III Certification in Civil Engineering Technology issued by National Institute for Certification in Engineering Technologies (NICET) in the area of Transportation, and at least one other area (i.e. Building Construction, Construction Materials Testing, Geotechnical, Land Management and Water Control or Underground Utilities Construction), and ten (10) years of experience with project management, construction management, construction contracts, and/or quality assurance/quality control procedures of complex transportation projects totaling \$2 million or more; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENTS:

1. Concrete Transportation Construction Inspector certification issued by American Concrete Institute (ACI).
2. Minimum 10 hours OSHA Safety Training.
3. Possession of a current appropriate Motor Vehicle Operator's license valid in New York State, at time of appointment.