

**Job Title:** TSMO DESIGN PROJECT MANAGER (FDOT) (FMS/AMS Specialist)

**Position Scope/Objectives:**

The TSMO Design PM oversees a variety of Design projects as well as Traffic Operations staffing contracts. The TSMO Design PM serves as subject matter expert with other FDOT groups and external entities. The TSMO Design PM also oversees the Traffic Operations budget.

**Primary Duties and Responsibilities**

- Manage Design projects (not necessarily ITS-related)
- Manage Design contracts
- Manage specialized ITS projects
- Attend various meetings
- Manage all Districtwide design contracts
- Manage all staffing contracts
- Manage funding for Traffic Operations group
- Serve as subject matter expert for in-house design efforts, as well as scoping negotiations
- Work with in-house design

**Detailed Work Efforts**

- Work with MSP, TSP, Design go-bys to inform design
- Incorporate scoping into projects
- Work with project management on units and hours
- Oversee plan review
- Task consultants with design as necessary
- Handle and oversee invoicing
- Review Work Program
- Develop budgetary estimates for Design/Construction
- Coordinate with Operations & Maintenance to evaluate how projects will affect O&M
- Participate in any handoff meeting post-construction to O&M
- Assist Construction PM (FDOT) with design-related issues
- Update project schedules, as necessary
- Assist with development of ITB, RFB, and other material purchases, as needed