

Job Title: TSMO PLANNER / PROJECT MANAGER (Consultant)

Position Scope/Objectives:

There are typically several Consultant Project Managers overseeing different aspects of the District Five TSM&O program. Consultant PMs manage various projects, contracts, systems, software, and partner relationships, all at the direction of Traffic Operations supervisors. Consultant PMs do not manage contracts or projects in which their firm may have a conflict of interest.

The TSMO Planner is responsible for local and regional agency coordination, governmental agreements, discretionary grant application development, as well as internal coordination and general support for the District Five TSM&O program. The TSMO Planner manages contracts, RFPs, and projects at the direction of Traffic Operations supervisors.

Primary Duties and Responsibilities

- Organize and conduct bi-monthly TSM&O Consortium meetings with local and regional agencies.
- Support TSMCA coordination and implementation, including Exhibit E roles and responsibilities. Organize and conduct annual meetings with each Maintaining Agency.
- Organize and conduct the TSM&O program's bi-weekly internal Project Manager Update Meeting
- Lead coordination, development, and submittal of federal grant applications
- Develop and coordinate governmental agreements with external organizations, working directly with TSM&O leadership and FDOT Legal Counsel
- Coordinate with PD&E FDOT PM and project teams to ensure compliance with scoped TSMO language and with 23 CFR Part 940 ITS Systems Engineering
- Coordinate handoff meetings between TSM&O Construction and Maintenance groups
- Coordinate with MPO/TPO staff on ITS project requests, funding requests, etc.
- Develop RFP, ITB, and other procurement documentation, as needed
- Manage multiple projects and deployments, as necessary