



TRAFFIC PLANNING AND DESIGN, INC.

WWW.TRAFFICPD.COM

Highway Design Project Manager (Private); Various Locations

Job Description:

TPD is seeking an experienced Highway Design Project Manager who will be primarily responsible for managing and developing Highway Occupancy Permit (HOP)/traffic signal design plans for private sector development projects that proceed through PennDOT's HOP process. Additional responsibilities may include proposal writing and business development.

TPD offers a competitive salary and excellent benefits including an unmatched flex time policy, Paid Time Off and a Professional Development program developed to help our staff continue their education and training throughout their careers.

We are seeking an individual with the following attributes, qualifications, and skills:

- Experience with project delivery for required design plans (HOP, traffic signal, ROW dedication) prepared as part of PennDOT's Highway Occupancy Permit process.
- Experience with Microstation, PennDOT ECMS, and Microsoft Office programs.
- Familiarity with traffic engineering aspects, such as traffic studies, crash studies, traffic signal plans, signing and pavement marking plans, and traffic control plans.
- General knowledge of highway construction methods, and ability to manage the preparation of pre-bid construction schedules and pre-bid construction cost estimates. General understanding of PennDOT items, quantities, and specifications.
- Ability to assist with the preparation of proposals.
- Ability to represent TPD in a professional manner at meetings with clients, stakeholders, or the public.
- Ability to communicate effectively via e-mail and via phone.
- Ability to manage others and facilitate teamwork.
- Ability to develop, maintain, and monitor design schedules and budgets.

Experience and Skills

- Bachelor's Degree in Civil Engineering from an accredited university.
- 5+ Years of applicable Highway Design experience.
- Professional Engineering license strongly preferred
- Excellent written and verbal communication skills
- Self-Motivated and ability to get things done
- Experience managing CADD staff
- Valid driver's license

Please apply online: <http://trafficpd.com/employment/Index.html>

*TPD is an Affirmative Action Employer and is committed to Equal Employment Opportunity. It is our policy to not discriminate against employees or employment applicants for any reason including, but not limited to: veteran status, uniformed service member status, race, color, religion, sex, national origin, age, sexual orientation, physical or mental disability, genetic information or any other protected class under federal, state, or local law.