

## **JOB DESCRIPTION**

### **Midland Development Corporation Project Development**

This position is for an experienced, energetic, and self-motivated professional to oversee Midland Development Corporation's (MDC) programming, development, and administration of infrastructure projects. Employees at this level establish their own work plan and priorities to meet set objectives.

#### Duties:

- Directs the coordination of project planning and oversees project development and design, and preparation of construction plans
- Coordinates advanced project planning and advanced project development
- Supervises detailed project design and consultant contract administration
- Receives broad direction, objectives, and goals from the MDC Executive Director
- Informs and coordinates daily activities with the MDC Executive Director
- Coordinates as needed with government officials, corporate officials, and the public
- Determines program objectives and requirements
- Oversees programming, design, and construction activities
- Manages development of a portfolio of projects to meet deadline and budget goals
- Recommends facilities, equipment, training, personnel, and funds required to carry out programs
- Initiates and maintains extensive contacts with key officials and individuals of other organizations and entities
- Represents the MDC at meetings, conferences and other public events as needed
- Serves as a project manager overseeing consultants performing advanced and complex engineering work
- Reviews and processes project design plans developed by consulting engineers
- Serves as project manager to administer site improvement, building and infrastructure construction contracts
- Negotiates fees and budgets, develops, and negotiates scopes of work, negotiates contract work schedules, and negotiates other contract agreements
- Monitors contract performance, evaluates contract deliverables, reviews billing documentation, monitors the consultant's and contractor's compliance with the terms of the contract, and prepares and delivers a written evaluation of their performance
- Develops standards, processes, and guidelines
- Drives to project sites to conduct site surveys, oversee construction activities, and to meetings for project coordination

#### Competencies:

- Possesses exceptional oral and written communication skills
- Demonstrates skills in persuasion and negotiation of critical issues

- Exercises logic and reasoning to define problems, establish facts and draw valid conclusions; makes decisions that support business objectives and goals
- Prepares technical/statistical reports
- Designs and plans preparation methods and requirements for traditional and innovative projects
- Utilizes Critical Path Method (CPM) for managing projects
- Researches, analyzes, and interprets policies and state and federal laws and regulations
- Applies engineering principles, practices, and methods in job responsibilities
- Plans, coordinates, and handles multiple projects within area of responsibility to meet short and long-term deadlines
- Uses computers and applicable programs, applications, and systems

Education:

- Bachelor's Degree in an Engineering related discipline

Work Experience:

- 15 years in Civil or Transportation engineering
- Related graduate level education may be substituted for experience on a year per year basis (experience can be satisfied by fulltime or prorated part-time equivalent)
- Supervisory or lead worker experience required

Licenses:

- Current driver's license
- Licensed Professional Engineer

Other Requirements:

- Professional engineers licensed in another state, but not currently licensed in the State of Texas, must:
  - Meet the license requirements of the State of Texas Engineering Practices Act
  - Obtain a professional engineering license from the Texas Board of Professional Engineers within six months of the date of hire
  - Sign an agreement to that effect as a condition of employment

Compensation:

- Salary will be dependent on qualified applicant's work experience, education, and skill level