



# Pittsburgh **PARKING** Authority

*The Value Parking Network*

## JOB DESCRIPTION

**JOB TITLE:** Project & Procurement Manager      **CLASSIFICATION:** FLSA Exempt

**DEPARTMENT:** Project Management

**REPORTS TO:** Director

### POSITION SUMMARY:

Position responsible for administrative, contract management and purchasing functions within and across Authority departments. This includes construction project management, working with engineers, architects, contractors and various vendors; contract procurement, bidding and award. Additionally, writing specifications for annual service contracts, maintenance, construction projects and Requests for Proposals and Qualifications (RFP-RFQ). Acts as liaison and staffing for the Authority's Minority and Women Business Enterprise (MWBE) participation program in conjunction with the City of Pittsburgh's Equal Opportunity Review Commission (EORC). Attend Board and staff meetings. This position may require technical supervision of others.

### MAJOR RESPONSIBILITIES AND DUTIES:

- Oversee the bid and award process for various contracts and RFP's.
- Reviews & prepares contract Justification Forms.
- Recommend purchasing procedures to be included in various types of projects.
- Attend and prepare agenda items for monthly Board meetings and present information.
- Attend and participate at staff meetings.
- Provide analysis of contract costs and develop budgets for various projects.
- Assist in the preparation of bid specification for various types of contracts.
- Assist with and/or conduct pre-bid contractor informational & contract close out meetings.
- Write recommendations and present MWBE proposals from various bids for approval by the City of Pittsburgh EORC - MWBE committee.
- Provide regular MBE/WBE reports for Monthly Board meetings & the Mayor's Office.
- Secure cost proposals from contractors.
- Manage and facilitate all facets of purchasing management activities between Authority departments and their respective suppliers.

- Inspect and recommend for approval construction work and help coordinate different phases of work of various contractors for early project completion.
- Assist in evaluating parking structures and pavements for maintenance purposes.
- Assist in the preparation of the annual operations and capital budgets – goals, objectives & accomplishments and capital improvement programs for existing facilities.
- Assist with contract administration and correspondence relative to construction projects.
- Complete required status reports and paperwork as needed.
- Maintain files on drawings, specification and other data such as investigative studies.
- Implement sourcing strategies to support agency and departmental objectives, providing the Authority competitive advantage in the areas of materials, supplies and services.
- Manage and optimize supplier performance, including continuous improvement and innovations for contract utilization and general cooperation.
- Locate, analyze and develop a consolidated supplier base to meet current and future goods and services needs.
- Manage suppliers, costs quality and delivery performance.
- Implement appropriate sourcing strategies to control the Authority's purchased material costs and to assure an adequate source of supply.
- Make continuous improvement in all aspects of the procurement process.
- Inspect job sites for compliance and progress.
- Assist in review of construction plans and specifications prepared by architects, engineers or consultants.
- Performs activities, function and other related tasks and duties as assigned or required.

#### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES:**

- Considerable knowledge of contract administration and procurement practices.
- Considerable knowledge of engineering and construction principles and practices.
- Knowledge of general and capital fund accounting principles and procedures.
- Considerable knowledge of the development, writing and monitoring of architectural, engineering, construction and maintenance specifications.
- Considerable knowledge of contract specification writing.
- Knowledge of construction inspection testing methods.
- Knowledge of PPA policies, procedures and applicable laws and ordinances.
- Knowledge of OSHA and PPA safety regulations, policies and procedures.
- Ability to read general construction drawings and specifications.
- Knowledge and ability in the use a personal computer and software applications (e.g. Microsoft Professional Office Suite, etc.).
- Ability to read blueprints.
- Ability to maintain confidentiality.

- Ability to communicate effectively both in writing and verbally.
- Ability to exercise initiative and sound judgment and to react with discretion under varying conditions.
- Ability to establish and maintain effective and appropriate relationships with the public, City of Pittsburgh departments, Authorities , the State, other agencies and employees.
- Ability to be bonded.

### **EDUCATION AND WORK EXPERIENCE REQUIREMENTS:**

A Bachelor's degree in business, engineering or a related field with course work in management, with a minimum of three (3) years experience in procurement. Education/training and/or work experience may be substituted on a year for year basis if the application clearly shows the required number of years to meet the total qualifying requirement for this position.

### **BACKGROUND CHECK:**

The applicant must successfully complete an Office of Municipal Investigation (OMI) background check.

### **SPECIAL CERTIFICATES and LICENSES:**

Must possess and maintain a current and valid Pennsylvania Class C Motor Vehicle Operator's Drivers License throughout employment.

### **OTHER:**

Must be a City of Pittsburgh resident at time of hiring and remain so during the duration of employment with the Pittsburgh Parking Authority. Must show proof of City of Pittsburgh residency.

### **EQUAL OPPORTUNITY EMPLOYER:**

The Pittsburgh Parking Authority in conformity with applicable laws is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, sexual orientation, age, religion, national origin, handicap or disability.