

TEP Project Manager Job Description
(From Chapters 2 and 15 of the Procedures for
Locally Administered Federal Aid Projects)

1. The Project Manager will work closely with the NYSDOT Regional Local Project Liaison (RLPL) to ensure proper interpretation of all project requirements and to assist with development and updating of the Project Management Plan (PMP).
2. The Project Manager will schedule the progression of activities, ensure timely completion of project tasks and address any problems or inquiries which may develop.
3. The Project Manager will be the primary contact person for the submission of necessary reports, requests for progress payments, and obtaining approvals and determinations, etc.
4. The Project Manager will facilitate communication between parties and work to anticipate and prevent problems before they happen.
5. The Project Manager will supervise project consultants including Milone & McBroom.

During the construction phase, the Project Managers responsibilities also will include:

- Ensure CMP-approved staff is on-site.
- Ensure the CMP recordkeeping system is properly setup and being used. (The PM should be added as reviewer with the EIC if APPIA or another software system is utilized.)
- Review Daily Work Reports (DWRs) and Engineer's Diary at least once a week.
- Receive schedule of work as provided by the contractor to track major items of work and to plan reviews.
- Review major construction items, spot-checking all operations at least once a week and note operations and inspection capability.
- Review project schedule once every 2 weeks.
- Review material acceptance documentation at least once a week – cover items under construction for the week.
- Ensure material quality assurance testing procedures are in place and followed.
- Review monthly contract estimate when prepared.
- Review DBE/Employee Utilization to ensure goal compliance, or ensure a Good Faith Effort (GFE) plan is in place at estimate submission.
- Sign-off on estimate submission with the EIC on monthly basis.
- Review required Maintenance and Protection of Traffic (M&PT) plan at least once a week or for major operations affecting traffic.
- Prepare monthly evaluation of consultant inspection for operations.

The PM will also work closely with the Regional RLPL staff and attend all RLPL oversight visits. The PM will also be required to attend all FHWA reviews, such as Financial Integrity Review and Evaluation (FIRE) reviews and 5%-10% spot checks.