




# Career Pages

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## PROJECT MANAGER / TDO

  
(<http://agency.governmentjobs.com/houston/job/jobID=2102691&sharedWindow=>

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**Salary** ⓘ \$55,432.00 - \$65,104.00 Annually

**Job Type** Full-Time

**Job Number** 19680

**Closing** 6/25/2018 11:59 PM Central

**Location** ⓘ Houston, TX

**Department** Houston Public Works

DESCRIPTION	BENEFITS	QUESTIONS
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**POSITION OVERVIEW**  
**APPLICATIONS ACCEPTED FROM:** ALL PERSONS INTERESTED

**SERVICE LINE:** TRANSPORTATION & DRAINAGE OPERATIONS  
**BRANCH:** TRAFFIC MANAGEMENT  
**LOCATION:** \*611 WALKER, 5TH FL.  
**WORKDAYS & HOURS:** \*MON. – FRI., 8:00AM – 5:00PM  
 \*Subject to change



## **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS | JOB OPPORTUNITIES**



This posting is for the position of City of Houston Bicycle-Pedestrian Coordinator. Specific duties will include but are not limited to:

- Reviews and approves pedestrian/bicycle design and/or studies for CIP projects, private developments, and projects developed by other entities operating in the City (e.g. TxDOT, Harris County Flood Control District).
- Prepares and distributes educational information and promotional activities to encourage safe bicycling throughout the city.
- Pursues appropriation of city, state, or federal funds for projects that would benefit walking and bicycling.
- Inspects construction projects for compliance with designs and City standards.
- Compiles and analyzes planning and design data.
- Refines existing and develops new City policies, procedures, and design guidelines.
- Attends interagency coordination meetings and conducts specific meetings.
- Serves as liaison between city personnel and outside agency personnel.
- Researches and prepares responses to project inquiries from citizens and other city personnel.
- Makes presentations in public and private forums.
- Performs other duties as assigned.

### **WORKING CONDITIONS**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

**This is a Houston Public Works Emergency Management position at the Tier II Level.**

### **MINIMUM REQUIREMENTS**

#### **EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Civil Engineering, Business Administration, Physical Sciences or a closely related field.

#### **EXPERIENCE REQUIREMENTS**

Four years of experience in construction, construction inspection, design, geotechnical, environmental or a closely related field are required.

Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

#### **LICENSE REQUIREMENTS**

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

#### **PREFERENCES**

Ideal candidate will have education and experience in transportation planning, bicycle planning, traffic engineering, land use planning, or roadway safety.

***\*\*Preference shall be given to eligible veteran applicants provided such persons possess the qualifications necessary for competent discharge of the duties involved in the position applied for, such persons are among the most qualified candidates for the position, and all other factors in accordance with Executive Order 1-6.\*\****

### **GENERAL INFORMATION**



**SELECTION/SKILLS TESTS REQUIRED:** None

However, the department may administer a skills assessment evaluation at the time of interview.

**JOB OPPORTUNITIES**



**SAFETY IMPACT POSITION:** Yes

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification.

**Pay Grade 24**

**APPLICATION PROCEDURES**

Only online applications will be accepted for this City of Houston job and must be received by the Human Resources Department during posting opening and closing dates shown. Applications must be submitted online at: [www.houstontx.gov](http://www.houstontx.gov).

To view your detailed application status, please log-in to your online profile by visiting: <http://agency.governmentjobs.com/houston/default.cfm> (<http://agency.governmentjobs.com/houston/default.cfm>) For application status inquiries please contact 832.393.6027.

Due to the high volume of applications received, the Hiring Department will contact you directly, with specific instructions, should you be selected to advance in our recruitment process.

All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information. If you need special services or accommodations, please call TTY 7-1-1.

Must be able to pass a criminal background check, obtain and maintain federally mandated security clearances where required.

**EEO Equal Employment Opportunity**

The City of Houston is committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, genetic information, veteran status, gender identity, or pregnancy.

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**Agency**

City of Houston

**Address**

ONLINE SUBMISSIONS REQUIRED

Houston, Texas, 77002

**Website**



**JOB OPPORTUNITIES**  
**(/CAREERS/HOUSTON)**

**ACCOUNT**  
**(/CAREERS/HOUSTON/APPLICATIONS/SUBMITTED)**

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