1. Developed criteria, application instructions, procedural manuals, and contracts for federal and state public transportation programs.
2. Checked construction plans, design calculations or cost estimations for completeness, accuracy or conformity to engineering standards or practices.
3. Presented data, maps or other information at construction-related public hearings or meetings.
4. Evaluated transportation systems and traffic control devices to determine need for modification.
5. Investigated traffic problems and suggested ways to improve traffic flow and safety.
6. Prepared schedules, project budgets, and specifications for materials and labor.
7. Conferred with contractors, utility companies or government agencies to discuss plans, specifications or work schedules.
8. Reviewed development plans to determine potential traffic impact.
9. Supervised repair and maintenance of transportation systems.
10. Eliminated downtime and maximized revenue by providing top project quality control.
11. Identified issues, analyzed information and provided solutions to problems.
12. Coordinated with contractors, utility companies, and government agencies to implement projects.
13. Completed all paperwork, recognizing any discrepancies and addressing them in a timely fashion.
14. Created plans and communicated deadlines to ensure projects were completed on time.
15. Used Microsoft Word and other software tools to create documents and other communications.
16. Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
17. Used critical thinking to break down problems, evaluate solutions and make decisions.
18. Used coordination and planning skills to achieve results according to schedule.
19. Led [type] team in delivery of [type] project, resulting in [result].
20. Adhered to social distancing protocols and wore mask or face shield at all times.