



Job Title	Construction Project Specialist	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	5	Job Code	17892

Class Specification – Construction Project Specialist

Summary Statement:	
<p>The purpose of this position is to prepare and inspect design for construction projects to ensure the high safety and maintenance standards of the organization. This is accomplished by managing, preparing, and inspecting plans and specifications for design and construction projects in accordance with the approved guidelines; monitoring project budgets; ensuring environmental compliance with all Federal and State regulations and policies; working with legal staff to ensure compliance with applicable laws; performing vehicle and machine maintenance in accordance with safety and operating standards. This position may supervise others.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
50%	Manage and oversee design and construction projects by preparing contract documents including RFPs/IFPs; negotiate and approve change orders; select contractors in accordance with City guidelines; provide quality control assurance for the various contracts to ensure compliance with contract documents; monitor and approve progress and final payment requests; and coordinate with other departments to schedule projects that are completed by City personnel.
20%	Participate in inspecting assigned projects during various stages of plans completion; review technical plans, documents, and specifications for compliance to codes and standards; ensure that plan specifications, work place safety guidelines, and aesthetic standards are followed.
15%	Participate in contractor or professional service contracts; review bid specification and cost estimates; review submissions for compliance with specifications, construction requirements, cost estimates, and related issues.
15%	Inspect completed projects; ensure compliance with designs and specifications; and recommend project acceptance. Monitor and review project progress, prepare daily, weekly and monthly construction, and inspection reports.



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<p>Competencies Required:</p> <p>Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.</p> <p>Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.</p> <p>Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.</p> <p>Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.</p>

<p>Technical Skills Required:</p> <p>Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.</p>

<p>Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.</p> <p>Education: Bachelor's degree from an accredited college or university with major coursework in civil engineering, construction management, or a related field.</p> <p>Experience: Three years of full-time construction project coordination experience.</p>
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<p>Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.</p> <p>Certifications required in accordance with standards established by departmental policy.</p>	
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Supervision Exercised:

Work may require managing and monitoring work performance by directing subordinate staff, including making final decision on hiring and disciplinary actions, evaluating program/ work objectives and effectiveness, and realigning work and staffing assignments, as needed.

Supervision Received:

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

This job title does research for documents, compiles data for computer entry, and/ or enters or oversees data entry. Has responsibility for monitoring budget/ fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital projects. May recommend budget allocations.

Physical Demands:

Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Several Times per Month
Noise and Vibrations	Several Times per Month
Physical Hazards	Several Times per Month
Mechanical and/or Electrical Hazards	Frequently
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, standard office equipment, and safety equipment.



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Specialized Computer Equipment and Software: Microsoft Office and specialized construction project management software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: August 2014