

CLASS SPECIFICATION
Facilities Construction Project Specialist

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under direction, coordinates, oversees and inspects the work of City personnel and contractors engaged in the construction, alteration, renovation and maintenance of City-owned real property, including buildings, structures, parks and recreation facilities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey-level technical class responsible for the coordination and inspection of construction, renovation and maintenance projects performed by City staff and contractors on City-owned real properties, including buildings, structures, parks and related facilities. Facilities Construction Project Specialist is distinguished from Facilities Construction Project Manager in that the former is responsible for smaller construction, alteration, renovation and maintenance projects, and the latter is responsible for taking large, complex construction, alteration and renovation projects from concept to completion, including assistance and advice on project funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Coordinates, oversees and inspects the work of City staff and contractors engaged in construction, renovation, maintenance and repair projects on City-owned real property, including buildings, structures, parks and facilities.
2. Inspects City-owned buildings and facilities to determine renovation, maintenance and repair needs; advises City staff regarding the best methods for correcting deficiencies.
3. Conducts pre-construction conferences on maintenance and renovation projects; prepares design and construction cost estimates for maintenance projects; prepares project specifications and bid packages; meets and confers with engineers and other City staff to determine bid specifications; coordinates bidding process with City purchasing staff.
4. Monitors construction, alteration, renovation and maintenance projects for contract and code compliance; conducts regular site visits to check project progress and compliance; interprets contract documents, technical specifications and plans; issues verbal and written directions; acts as mediator between contractors and City staff; inspects completed work to ensure compliance with all applicable codes, laws and regulations; certifies completion of assigned projects and authorizes contractor payments.

5. Coordinates and participates in project meetings with contractors and City staff; within parameters, negotiates contracts, addenda and change orders.
6. Coordinates accuracy of as-built documentation, ensuring that records of the differences between the original plans and specifications and the resulting structure “as built” are maintained.
7. May investigate and enforce contract warranty provisions.
8. Effectively communicates with interested parties concerning project requirements and procedures, such as purchasing and payment processes, application of codes and regulations, inspection and construction requirements.
9. Maintains electronic records of bid documents, emails, specifications, and contractor documents and communications; drafts official memos, navigates the internet for research and information.
10. May respond to inquiries from the public concerning construction projects.
11. Acts as owner/agent on assigned projects.
12. Reviews contract wage and hour reports to ensure compliance with prevailing wage law.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and methods used in various building construction and maintenance craft areas.
2. Methods, techniques and materials used in the construction, remodeling and rehabilitation of commercial and mixed-used properties.
3. Basic architectural and construction engineering principles.
4. Basic business contract law.
5. Construction financing procedures and practices.
6. Laws, ordinances and codes regulating building construction and zoning.
7. Appropriate safety and fire prevention methods in construction.
8. Familiarity with MS Word, Excel, Outlook, Project, and PowerPoint.
9. Basic business budgeting and accounting principles.
10. Basic knowledge of computer management systems, networks and servers.

Ability to:

1. Review plans and specifications for building and related construction and maintenance projects and determine compliance of plans with codes and regulations.
2. Inspect building sites during construction, alteration or repair and enforce a wide range of building, zoning and related codes and regulations.

3. Obtain construction related permits.
4. Learn to draft specifications and basic drafting skills.
5. Deal courteously and communicate effectively (written, electronically, verbally) with a variety of individuals in the course of the work, including the resolution of job-related problems with contractors, architects and engineers.
6. Maintain accurate records and prepare clear and concise reports and documentation.
7. Make sound judgments within established guidelines.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, or G.E.D. equivalent; and five years of journey-level experience in one of the building and facilities construction and maintenance fields; or a four-year degree in Construction Management or related field, or an equivalent combination of education, experience, and training.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised: 01-08-13

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

1132 FACILITIES & MAINTENANCE SUPERVISOR. Adopted: 07-01-92

June 2009 - Change Job Class number from 7725 to 30000717, due to system change.