

CLASS SPECIFICATION
Supervising 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; assesses environmental status of properties and negotiates clean up with appropriate jurisdictions; negotiates change orders; supervises employees who also coordinate, oversee and inspect construction, renovation, alteration and maintenance projects; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Incumbents are responsible for overseeing individual projects as well as for supervising staff who are also involved in the coordination and inspection of construction, alteration, renovation and maintenance projects performed by City staff and contractors on City-owned real properties, including buildings, structures, parks and related facilities. Supervising Facilities Construction Project Specialist is distinguished from Supervising Facilities Construction Project Manager in that the former is a working supervisor classification responsible for overseeing typically small-to-medium, and highly variable, construction, alteration, renovation, and maintenance projects; and the latter is a full-time supervisor classification responsible for coordinating and directing the activities of employees in the Bureau's facilities construction project management section, who oversee larger construction, alteration and renovation projects from concept to completion.

Supervising Facilities Construction Project Specialist is distinguished from Facilities Construction Project Specialist in that the former supervises employees in the latter classification in addition to performing work similar to that of the latter; and the former manages difficult and complex issues arising within the field of supervision.

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. Plans, coordinates, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve adopted mission, goals and performance measures; participates in developing and monitoring performance against the unit budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to

recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions.

3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Manages difficult and complex issues arising within the field of supervision by advising and assisting subordinates, and seeking input from upper management as appropriate; acts as owner/agent on assigned projects.
5. Coordinates and oversees the work of contractors engaged in construction, alteration, renovation and maintenance projects on City-owned real property, including buildings, structures, parks and facilities
6. As an ODOT-certified General Construction Inspector, administers construction contracts, monitors construction activities including compliance with plans and specifications, promotes best practices and ensures quality materials and workmanship.
7. Reviews project designs, plans and specifications from the construction perspective for technical accuracy, budget and schedule issues, City policy, and Parks standards; coordinates and participates in project meetings with contractors and City staff; participates in design-related meetings, providing construction investigation, expertise and guidance.
8. Modifies or recommends modifications to design plans, based on construction limitations, unforeseen conditions and other issues; assesses issues such as design errors or unexpected field conditions; determines whether to modify the plan or stop work and consult with designers; assists in determining solicitation and contracting methods, including alternatives to the low bid process; negotiates contracts; makes determinations with regard to change orders and other modifications to construction documents; reviews contract wage and hour reports to ensure compliance with prevailing wage law; ensures that the City receives appropriate credits for cost-reducing changes; estimates staff time, construction timelines, material testing and other costs pertinent to construction projects; investigates and enforces contract warranty provisions; recommends additional compensation due to contractors as result of modified or added work.
9. Inspects City-owned buildings and facilities to determine renovation and maintenance needs; advises City staff regarding the best methods for correcting deficiencies.
10. Assesses potential environmental hazards and issues and recommends remediation options for brown field properties, according to environmental regulations and requirements; negotiates environmental remediation with DEQ (Department of Environmental Quality) as necessary and all appropriate jurisdictions; inspects for geotechnical, site development and erosion control issues and recommends abatement/mitigation of hazards; works with contractors and other bureaus to enforce and implement hazard abatement efforts

11. Conducts pre-construction conferences on maintenance, renovation and construction projects; prepares design and construction cost estimates for 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 procurement staff.
12. 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, documents daily conditions, weather, progress and communication in field reports and authorizes contractor payments.
13. 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.
14. Effectively communicates with project stakeholders concerning project requirements and procedures, such as purchasing and payment processes, application of codes and regulations, inspection and construction requirements; creates strategic alliances with other bureaus on construction projects as needed
15. Works with Parks and City legal staff to resolve construction disputes, protest resolutions and claims.
16. Assists in coordinating and documenting the progress of Portland Development Commission, Federal and Metro government and other agency-funded projects.
17. Responds to inquiries from the public concerning construction projects as necessary.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and methods used in various building construction and maintenance craft areas.
2. Practices of civil engineering, infrastructure design and construction.
3. Methods, techniques, materials submittals, testing and equipment used in the construction, remodeling and rehabilitation of commercial buildings, mixed-used properties, parks and trails.
4. Architectural and construction engineering principles.
5. CPTED (Crime Prevention through Environmental Design) and related environmental regulations and OSHA (Occupational Safety and Health Administration) safety standards and regulations.
6. Business contract law, administration and negotiations.
7. Construction financing procedures and practices.
8. Laws, ordinances, regulations and codes related to building construction and zoning, parks and trails.

9. Budgeting, accounting and cost control principles.
10. Principles and practices of effective human resource management and supervision.
11. Computer technology related to field including spreadsheets, outlook and project scheduling systems.

Ability to:

1. Manage, coordinate and monitor highly complex construction projects within schedule and budget.
2. Organize, initiate and manage multiple, complex and time sensitive construction and consultant contracts while meeting competing deadlines and balancing work priorities.
3. Review, interpret and understand technical plans and specifications for building, parks, trails and related construction and maintenance projects and determine compliance of plans with codes, regulations, and contract specifications.
4. Interact effectively, problem-solve and communicate clearly and concisely both written and orally.
5. Plan, organize, supervise, assign, inspect and evaluate the work of others.
6. Select, motivate and evaluate staff and provide for their training and development.
7. Advise subordinates on complex operational issues; ensure effective resolution of contract issues and negotiations.
8. Develop, implement and enforce budgets, work procedures and standards.
9. Prepare clear and concise records, reports, correspondence and other written materials.
10. Exercise independent and political judgment, problem solving, decision making, creativity, innovation and initiative within established guidelines.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is Bachelors' degree in construction management or equivalent training and experience; and six years of journey-level experience in one of the building and facilities construction and maintenance fields, contracting, and/or public works management, including one year of lead or supervisory experience; or an equivalent combination of experience and training.

Licenses; Certificates; Special Requirements:

A valid state driver's license; must be certified as an ODOT (Oregon Department of Transportation) General Inspector within 6 months of employment.

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:

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

1134 FACILITIES & MAINTENANCE SUPERVISOR, SENIOR. Adopted: 07-01-92;

Revised: 03-24-00

June 2009 - Change Job Class number from 7728 to 30000720, due to system change.

March 2012 – Updated language in class spec; increased training and experience and licensing requirements. Added language about environmental assessment duties.