

**CLASS SPECIFICATION**  
**FACILITIES PROJECT SPECIALIST**

**PAY GRADE: 56**  
**CLASS CODE: 30003053**  
**EFFECTIVE: December 13, 2018**

**CLASSIFICATION SUMMARY**

Reports to a Capital Project Manager IV, Manager, or other supervisor- or management-level position. Under general supervision, responsible for coordinating, overseeing and inspecting the work of City personnel and contractors engaged in the construction, alteration, renovation, and maintenance of City-owned and/or managed real property, including buildings, structures, equipment and systems.

Responsibilities include: preparing cost estimates, project specifications, and bid packages; monitoring projects for contract and code compliance; planning and scheduling timelines; monitoring and reporting on progress and issues; determining, implementing, and managing project changes.

**DISTINGUISHING CHARACTERISTICS**

Facilities Construction Specialist is a distinct classification that performs specialized construction management functions to coordinate the construction and maintenance of City facilities.

Facilities Construction Specialist is distinguished from Capital Project Manager series in that the latter organizes, oversees and coordinates multi-disciplinary, multi-phase public works projects from conceptual initiation through completed construction.

**ESSENTIAL FUNCTIONS**

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Coordinate, oversee, and inspect the work of City staff and contractors engaged in construction, renovation, maintenance and repair projects on City-owned and/or managed real property, including buildings, structures, parks, and recreation facilities, in accordance with professional standards and practices.
2. Develop project scope; consult with project stakeholders including other organizational units and the public; research federal, state, and local laws, codes, and regulations.
3. Prepare and review design and construction cost estimates; inspect project work to ensure specifications are met; monitor project schedules and budgets; meet and communicate with stakeholders.
4. Assist in procurement of construction and design contractors; develop bid solicitations; participate in pre-construction conferences.
5. Oversee contracts with contractors and consultants; conduct regular site visits; process progress payments; accept deliverables; monitor compliance.

6. Provide professional and technical advice to Bureaus/Offices including project solutions, and alternative methods.
7. Oversee ongoing facility maintenance programs and contracts; interpret and enforce contract requirements; inspect and verify work has been completed; review invoices; authorize payments.
  
8. Collaborate with Capital Project Managers, engineers, architects and technicians from other projects and units to assist with facility projects of a broader scope and complexity.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under general supervision by a Capital Project Manager IV, Manager, or other supervisor- or management-level position.

This classification does not have supervisory responsibilities.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

Depending on the assignment, the incumbent may be required to have some or all of the following knowledge, skills, and abilities.

1. Knowledge of laws, statutes, ordinances, codes, and regulations related to building construction, and zoning.
2. Knowledge of facilities planning and maintenance, and project funding, budgeting, and scheduling.
3. Knowledge of principles, processes, systems, and techniques of contract management.
4. Knowledge of and ability to apply specific construction and maintenance technologies.
5. Ability to manage multiple concurrent projects.
6. Ability to research and apply current cost estimation techniques.
7. Ability to maintain project records consistent with applicable standards.
8. Ability to communicate effectively, both verbally and in writing; present information, reports and recommendations clearly and timely to both internal and external project stakeholders.
9. Ability to exercise sound, independent judgment, and initiative within established guidelines.
10. Ability to establish and maintain effective working relationships with a diverse workforce, Bureau/Office staff, the public, and others encountered in the course of work.
11. Ability to demonstrate tact, diplomacy, and patience, and gain cooperation through discussion and collaboration.
12. Ability to utilize City-specific technology and general office software.

### **MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** High school diploma or GED;

AND

**Experience:** Four (4) years of progressively responsible experience in construction, construction management, or related experience.

### **Special Requirements and/or Qualifications:**

General contractors' or specialty license or certification related to position may be required for certain positions.

A valid state driver's license may be required for certain positions.

**Preferred Qualifications:**

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: