



CLASS SPECIFICATION FOR:

Project Specialist I

General Statement of Duties:

Manages less complex projects to completion; reviews and comments on project plan designs for constructability and compliance; ensures work completed for assigned projects adheres to all approved plan specifications and applicable regulatory specifications and requirements; inspects and approves work underway and completed at project worksites; recommends payments and bond releases; does related work as required.

Distinguishing Features of Class:

An incumbent in this classification would be assigned to a specific division managing multiple types of less complex, division-specific projects to ensure compliance with all relevant and well-established project specifications and related regulations. Primary duties include inspecting assigned projects for relevant land disturbance activities, drainage, stormwater management, erosion and sedimentation control and compliance; accurately identifying non-compliance and other project issues in a timely manner; collaborating with contractors, other stakeholders and the supervisor to identify viable options to resolve identified issues; ensuring approved solutions are properly implemented; preparing and maintaining related and required documentation and reports; and recommending payment and/or bond releases based on approved schedule. Work is performed under general supervision. Researches and resolves, or recommends resolution, of a variety of routine, less complex problems or questions with unusual and complex issues referred to the supervisor or other appropriate Department or County staff.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Develops and maintains a sound working knowledge and understanding of the assigned department's division-specific projects and County project management policies and practices which may include purchasing and payments, relevant regulatory requirements, and best management practices specific to the types of projects managed;
- Based on assigned division, projects may include any of the following: erosion and sedimentation control, stormwater management, CIP-DPW, CIP-DPU, CIP-other departments, roadway construction or rehabilitation, drainage, storm sewer systems, residential land development, right-of-way, guardrails, gas or underground utilities, or other projects as assigned;
- Provides day-to-day oversight of assigned division-specific project details in relation to all aspects of approved construction and mandated compliance requirements;
- Proficiently performs routine and less complex division-specific project management duties including compliance inspections and enforcement activities and other project related duties with training and guidance as needed;
- Depending on assigned division, duties may include any of the following: permit reviews, ordering and/or tracking project materials, inspecting and/or testing materials, calculating payments and bond releases, issuing violation notices, Certificate of Occupancy inspections, creating work orders, scheduling resources, field surveys, BMP inspections, stream bioassessments, etc.;
- Reviews and interprets project plans and revisions with assistance from supervisor and higher-level specialists as needed and provides appropriate comments;
- Actively participates in all project meetings with various departments, County, and other internal and external stakeholders to review projects plans and specifications, identify issues, resolve identified issues, and to ensure project compliance with all applicable technical and regulatory requirements;
- Makes compliance determinations using sound working knowledge, accurate interpretation and application of division and project specific compliance requirements, regulatory requirements and project plans with limited oversight while on the worksite or in the field;
- Schedules and conducts field/site meetings with relevant project participants;
- Identifies and responds to project issues, researches and identifies viable options, collaborates with supervisor, contractors and other relevant stakeholders to make appropriate decisions, and oversees the implementation of approved solutions;
- Researches and resolves, or recommends resolution, of a wide variety of complaints, problems, concerns and questions from citizens and other internal and external stakeholders related to assigned projects;
- Appropriately involves and collaborates with the supervisor, appropriate department staff, or other County staff for assistance with the resolution of unusual, complex or politically sensitive complaints and/or issues;
- Follows all required policies and procedures and accurately creates and maintains detailed information, records and reports for assigned projects;
- Attends public hearings, may present information, answers questions and follows-up as needed in a timely manner;
- Cross trains to handle additional and more complex types of projects and inspections within assigned division;

G.E.M.0001

Career Code:

Date of Last Revision: 10-Jan-2018

NOTE: This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification and is not intended to describe and does not necessarily list the essential job functions for a specific position in a job classification.



CLASS SPECIFICATION FOR:

Project Specialist I

- Actively participates in all division and department and other relevant scheduled meetings and trainings;
- May be required to work a flexible schedule;
- Utilizes required personal protection equipment (PPE) and other required safety equipment and measures while working in work zones and hazardous conditions, within live traffic, near heavy equipment, and in all weather conditions, day or night;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Sound working knowledge of basic project management, basic engineering and construction practices, and relevant environmental and stormwater management practices, including division/project specific best practices, to manage assigned projects to completion, ensure adherence to all approved specifications and relevant regulations, and ensure completion within approved budget; basic project management skills; sound technical skills for reading and accurately interpreting project plans, identifying issues and making recommendations; excellent organization skills with the demonstrated ability to plan and execute work effectively to successfully complete assigned tasks accurately and in a timely manner within established deadlines, specifications, regulations and budgets; ability to multi-task accurately and effectively; professional integrity including the ability to maintain the integrity of projects, construction processes, deadlines, specifications, regulations and budgets; ability to read, and consistently comprehend, interpret, apply and communicate regulatory requirements and technical information accurately; political astuteness; sound critical thinking and problem solving skills with the ability to appropriately resolve a wide variety of questions and issues within established policies, guidelines, regulatory and other project-specific requirements and procedures with guidance from supervisor, senior specialists and other relevant County personnel; ability to research issues and identify viable solutions; sound professional judgement with demonstrated ability to accurately identify issues, viable solutions, consider and weigh a variety of relevant factors and make accurate decisions or recommendations with guidance; ability to synthesize multiple types of data and apply to project-specific criteria and circumstances; basic computer skills with ability to use computer and typical business software, proprietary software and applications to complete assigned tasks; sound working knowledge of safety rules/regulations and accident-prevention practices; visual and hearing acuity sufficient to enable effective interactions, inspections and data collection; physical condition that permits safely traversing over all types of terrain and worksite conditions, including in adverse weather and traffic conditions; sound working knowledge of the hazards present on assigned project worksites and required safety precautions to ensure the safety of self and others while onsite; ability to safely use all required personal protection equipment; good written and verbal communication skills with the ability to interact professionally with a diverse audience of internal and external stakeholders and to maintain effective working relationships; excellent interpersonal and communication skills with demonstrated ability to communicate routine and moderately complex and/or technical information and ideas to non-technical audiences in easily understandable language/terms, both orally and in writing; ability to work independently and as part of a team including appropriately seeking guidance and responding appropriately to feedback; personal accountability including the ability to collaborate effectively to establish and maintain good working relationships with all levels of department staff, all levels of County staff and Officials, and other relevant internal and external stakeholders; and excellent customer service skills with the demonstrated ability to interact patiently, respectfully and with tact and courtesy with all project stakeholders presenting with varying levels of understanding and needs in order to appropriately address requests, needs and issues. Must be able to positively and appropriately represent the County to customers and other stakeholders. May be required to assist with inclement weather clean-up. May require the ability to work a flexible schedule as needed.

Minimum Education and Experience:

Education: Graduation from high school supplemented by relevant college or other relevant secondary coursework; prefer a college degree (2-year or 4-year) in a relevant field;

Experience: Four (4) years of relevant work experience;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid driver's license to perform assigned duties at various locations Countywide.
- Valid Class B CDL to perform assigned duties at various locations Countywide.

G.E.M.0001

Career Code:

Date of Last Revision: 10-Jan-2018

NOTE: This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification and is not intended to describe and does not necessarily list the essential job functions for a specific position in a job classification.