



CLASSIFICATION DESCRIPTION

TITLE: PROJECT SPECIALIST

JOB CODE: 12 (Non-Exempt)

GENERAL DESCRIPTION OF DUTIES

Under direction, the purpose of the position is to perform a broad variety of technical design, inspection and supervision in support of the City's street storm drainage and construction development activities. Employees in this classification perform at entry professional level and are responsible for executing and coordinating surveying and inspection functions. Position is responsible for ensuring compliance with Federal, state and local codes and standards and contractual provision. The employee is expected to exercise considerable judgment and initiative in the performance of job duties.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Responds to inquiries and requests from the general public, business community, administration and contractors regarding public works projects, capital projects, other construction projects and programs, through friendly, professional customer service skills, ascertaining the needs of the customer and providing appropriate assistance and information, e.g., street, and storm drainage.
- Performs and coordinates systematic right of way and drainage improvement work assessments within the City to ensure compliance with all applicable City, State and Federal codes and regulatory requirements; assists in the enforcement of the City's codes and ordinances.
- Responds to calls and investigates complaints related to drainage conditions and construction activities in neighborhoods and public right of ways. Determines the proper course of action and a resolution. Corresponds to the residents, customer service and other appropriate persons as required
- Reviews field staking and makes revisions within scope of authority.
- Provides information and assistance to the general public and City personnel.

- Performs research where indicated, and provides response and information for public record.
- Enters and retrieves information from a computer in order to perform research, update records, or to respond to actions and requests.
- Completes and oversees the proper documentation, reporting and compiling of supporting documentation in order to document and explain facts and circumstances surrounding field related issues and permit inspection results.
- Assists with the resolution of routine administrative and operational problems and customer issues.
- Conducts field survey and inspection operations.
- Maintains active communication with inspectors, contractors, engineers, surveyors, government agencies and the general public for any drainage, surveying or construction issues.
- Participates in a wide variety of special projects and programs.
- Serves as a member of survey crew or flagging as needed.
- May perform a variety of office related functions, correspondence, presentation materials, producing field notes, printing materials, answering phones and responding to inquiries from contractors, developers, property owners, staff, and the general public.
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Associates of Science Degree with major coursework in Civil Engineering Technology or related field, or equivalent vocational certification with major coursework in Engineering or Engineering Technology; supplemented by three (3) years responsible experience in engineering, construction, and surveying work; or an equivalent combination of education, training, and experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess and maintain a valid Florida Driver's License.

Preferred Certifications

FDOT MOT Intermediate Training Certification

Florida Stormwater Erosion and Sediment Control Inspection Certification

FSA Operator Certification – Level 1

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of applicable state, federal and local laws, rules, ordinances and regulatory standards applicable to the work, environmental, water, sewer, street, right of ways and drainage.
- Knowledge of investigative principles, methods and techniques, and construction management principles for the purpose of and establishing documentation.
- Knowledge of the geography, streets and principal locations of the City's drainage system or ability to acquire this knowledge rapidly.
- Ability to understand and follow complex written and oral instructions.
- Ability to clearly communicate information both verbally and in writing.
- Considerable knowledge of the principles and practices of public works drainage operations as applied to the development, design, construction, operation and maintenance.
- Skill in operating tools and equipment of the work, e.g., measuring wheel, shovel, rake, chain saw, digital camera, radio.
- Ability to read, update and maintain various records and files.
- Ability to access, operate and maintain various software applications.
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems
- Ability to establish and maintain effective working relationships with departmental personnel, management, contractors, consultants and the general public.
- Ability to read and interpret blue prints, establish elevations with the use of a laser or transit.
- Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job, there is frequent need to sit, stand, walk, talk, hear, distinguish between shades of color, use hands to finger, handle, or feel, and lift and/or move 25 pounds.
- While performing the essential functions of this position in the field, there is potential for exposure to disagreeable environmental factors, such as outside weather conditions, dampness/humidity, vehicular traffic, toxic/caustic substances, fumes, odors, and unrestrained animals.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.