



CLASSIFICATION DESCRIPTION

TITLE: PROJECT SPECIALIST

JOB CODE: 11 (Non-Exempt)

GENERAL DESCRIPTION OF DUTIES

Under administrative 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 and/or storm drainage development activities. Employees in this classification perform at entry professional level and are responsible for executing surveying and drafting 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 and contractors regarding public works 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.
- Coordinates activities and schedules with utility companies, contractors, property owners and other City departments. Resolves conflicts within scope of authority.
- Compiles information and prepares construction reports as required; prepares and maintains drafts of various drainage and/or public works projects, e.g., public drainage systems, roadways, water, right-of-ways.
- Coordinates advertising for bidding process; reviews bids and submits recommendations for vendor and consultant selection.
- Evaluates project management policies, programs, and processes for effectiveness, accuracy and efficiency.

- Conducts field survey and drafting operations; prepares drainage documents and plans utilizing CAD software; develops and drafts drainage plans and drawings for public works projects.
- Maintains active communication with 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 as it relates to drainage activities.
- Serves as a member of survey crew or flagging as needed.
- May perform a variety of office related functions, correspondence, presentation materials, reducing 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 four (4) years responsible experience in engineering, construction, CADD drafting and/or surveying work; or an equivalent combination of education, training, and experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

| Must possess and maintain a CDL Class "B" Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

- 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 of public works as they relate to CADD drafting.
- Skill in operating tools and equipment of the work, e.g., laser level, 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, facsimile machines.
- Skill in operating various specialized software and office equipment, e.g., color ink jet printer; Microsoft Word, Access, and Excel; Auto CAD.
- Ability to establish and maintain effective working relationships with departmental personnel, management, contractors, consultants and the general public.

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.