



CLASS SPECIFICATION FOR:

Project Specialist Supervisor

General Statement of Duties:

Serves as working supervisor for an assigned division; supervises division-specific and/or program-specific services and activities which may include plan review, reporting, inspections, compliance determinations, issue resolution, collaborations with stakeholders; monitors and ensures assigned projects' compliance with plans, requirements and applicable regulations; does related work as required.

Distinguishing Features of Class:

An incumbent in this classification is assigned to a specific division with primary responsibility for ensuring compliance with plans, specifications, requirements and all applicable regulations for land disturbance and/or other types of construction projects of varying sizes and complexity, including capital projects, independently from General Services staff. Primary duties include supervision of assigned staff; making work assignments; performing and assisting with plan review and providing relevant feedback; ensuring staff and self accurately monitor assigned projects for full compliance with all relevant and well-established project plans, specifications and related regulations; accurately preparing and maintaining detailed records and reports; serving as a resource to other division, department and County staff; supervising day-to-day administrative and programmatic operations of the assigned division. Work is performed independently under limited supervision with wide latitude for planning and for making technical judgments. Researches and resolves, recommends and approves appropriate cost-effective resolution of a wide variety of issues or questions independently; collaborates with supervisor or other appropriate Department or County staff for unusual and complex issues. May be deemed essential personnel. May require working outside of regular County business hours, including nights, weekends and holidays.

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

- Serves as a working supervisor with primary responsibility for effectively supervising all assigned staff, handling staff schedules, timecards and leave, performance evaluations, prioritizing and assigning work, facilitating timely and accurate communications and trainings, and other related activities not limited to selection, training, coaching, disciplinary actions and staff development;
- Actively participates in, or facilitates project meetings with various departments, and other internal and external stakeholders;
- Reviews project plans, specifications and revisions, provides appropriate feedback and comments, identifies issues, resolves identified issues, and ensures project compliance with all applicable technical and regulatory requirements, includes scheduling and facilitating field/site meetings and assisting assigned staff and others as needed with reviews and interpretation;
- Makes accurate project compliance determinations using extensive working knowledge, accurate interpretation and application of division and project specific compliance requirements, regulatory requirements, and the project plans while on the worksite or in the field, includes assisting assigned staff with compliance determinations and resolution efforts;
- Proactively identifies and appropriately responds to project issues, researches and identifies viable options, collaborates with supervisor, contractors and other relevant stakeholders to make appropriate decisions, and oversees or inspects the implementation of approved solutions, includes assisting assigned staff with compliance determinations and resolution efforts;
- Researches and resolves, or approves resolution of, a wide variety of project compliance issues, as well as complaints, problems, concerns and questions from citizens and other stakeholders as needed;
- Serves as a primary contact and works collaboratively with staff, internal and external stakeholders to resolve questions, concerns and other operational, program, project and compliance related issues;
- Appropriately involves and collaborates with the appropriate department staff or other County staff for assistance with the timely, appropriate and cost-effective resolution of unusual or complex issues;
- Ensures all assigned duties and project related activities are performed and completed in compliance with all applicable regulatory requirements, which may include County, state and federal requirements and deadlines;
- Accurately creates and maintains detailed records, inventories, logs, reports and other required documentation;
- Accurately creates and maintains required data and documentation, prepares and submits required reports;
- Works collaboratively with internal and external stakeholders to achieve the assigned Division's operational mandates;
- Follows all required policies, procedures, local, state and federal codes, regulations and requirements and creates and maintains all necessary records and reports, may develop or assist with the development of policies and procedures;
- 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 policies and procedures, accurately creates and maintains detailed information, records and reports for assigned projects, and ensures same of all assigned staff;
- Attends public hearings, may present information, answers questions as needed and follows-up in a timely manner;
- Actively participates in, may plan or coordinate, all division and other relevant scheduled meetings and trainings;



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- Obtains and maintains all required licenses and certifications;
- 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;
- Maintains an extensive up-to-date working knowledge and understanding of the assigned department's division-specific projects, County capital project management policies and practices, relevant regulatory requirements specific to types of projects managed and assigned duties;
- May be required to work a flexible schedule and may be required to assist with inclement weather cleanups;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Extensive working knowledge of division-specific project management, basic engineering and construction practices, and relevant construction, 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; excellent project management skills; advanced technical skills for reading and accurately interpreting project plans, identifying issues and making recommendations; excellent organization and multi-tasking skills with the ability to plan, assign and execute project related work effectively for an assigned division, ensuring the successful completion of division's project related workloads and responsibilities accurately and in a timely manner within established deadlines, specifications, regulations and budgets; 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; sound political astuteness; demonstrated 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 assigned staff and in collaboration with relevant County personnel and stakeholders; excellent professional judgement with demonstrated ability to accurately identify issues, research and identify viable solutions, consider and weigh a variety of relevant factors and make accurate decisions or recommendations; ability to accurately 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; extensive 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; extensive working knowledge of the hazards present on assigned project worksites and required safety precautions to ensure the safety of self and others while onsite; demonstrated ability to safely use all required personal protection equipment; excellent written and verbal communication skills with the ability to interact professionally with staff, and a diverse audience of internal and external stakeholders and to maintain effective working relationships; extensive 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; demonstrated ability to work independently and lead a team; good supervisory skills including strong training skills and the ability to effectively manage workloads, direct the activities of assigned staff efficiently, and to foster and maintain high morale and engagement; ability to assign, oversee, and audit/inspect the work of assigned staff; 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 extensive 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: Ten (10) years of relevant project 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.
- Some positions may require additional Division-specific licenses or certifications.