



CLASS SPECIFICATION FOR:

**Project Specialist IV**

**General Statement of Duties:**

Manages all types of division-specific projects, including complex projects, to completion including performing routine Level I project management duties of a secondary division for all assigned projects; 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; serves as a lead worker and division contact/resource; does related work as required.

**Distinguishing Features of Class:**

An incumbent in this classification would be assigned to a specific division, fully cross-trained and proficient at managing all types of, including complex, division-specific projects to ensure compliance with all relevant and well-established project specifications and related regulations, and is fully cross-trained to also perform routine Level I project management duties of a secondary division for all assigned projects. Primary duties include proficiently performing all the duties assigned to Project Specialist I, II and III in an assigned division; proficiently performing the duties assigned to Project Specialist I in a secondary division; proficiently inspecting assigned projects for relevant land disturbance activities, drainage, stormwater management, erosion and sedimentation control and compliance; proactively identifying compliance and other project issues; working collaboratively with contractors, other stakeholders, other Project Specialists 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; recommending payment and/or bond releases based on approved schedule; attending and/or coordinating project meetings; and handling special assignments. Primary duties also include serving as a lead worker providing training and guidance to other Project Specialists in an assigned division, serving as a resource to other division, department and County staff; may assist supervisor with the operations and needs of the assigned division and serve as back-up to the assigned supervisor as needed. Additional duties may include cross-training to develop level I proficiencies in a third division and managing a broader range of project duties. Work is performed under limited supervision and in collaboration with supervisors and staff in both divisions. Researches and resolves all types of problems or questions keeping supervisor and/or other appropriate department or County staff appropriately involved/informed.

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

- Develops and maintains an extensive 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, materials management, relevant regulatory requirements, and best management practices specific to the types of projects managed;
- Develops and maintains a sound working knowledge and understanding of a secondary division's project-related duties and proficiently performs Level I duties;
- Fully cross-trained and proficiently performs all project management duties for all assigned projects, including proficiently performing the Level I project management duties of a secondary division, to ensure compliance with project requirements;
- Independently manages collaborations to ensure efficient and timely notifications and completion of assigned projects of all types and levels of complexity within all applicable project constraints, compliance requirements and timelines;
- Actively participates in, or facilitates 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, includes scheduling and facilitating field/site meetings as needed;
- Reviews and interprets project plans and revisions and provides appropriate comments, assists other Project Specialists and County staff with reviewing, interpreting and commenting on project plans;
- Provides training and guidance to other Project Specialists, includes serving as a resource to other department and County staff;
- Makes compliance determinations using extensive working knowledge, accurate interpretation and application of project specific compliance requirements, regulatory requirements, and the project plans while on the worksite or in the field;
- Proactively 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 policies and procedures, accurately creates and maintains detailed information, records and reports for assigned projects;
- Attends public hearings, may present information, answers questions as needed and follows-up in a timely manner;
- Actively participates in all division and department and other relevant scheduled meetings and trainings;
- Obtains and maintains all required licenses and certifications;

**G.E.M.0004**

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.



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- May cross train to develop level I proficiencies in a third division and manage a broader range of project duties;
- 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:**

Extensive working knowledge of project management, basic engineering and construction practices, and relevant environmental and stormwater management practices, including 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; extensive project management skills; advanced technical skills for reading and accurately interpreting project plans, identifying issues and making recommendations; may require advanced knowledge of the principles, practices and equipment used in field surveys, including the ability to conduct field surveys; extensive 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; 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 in collaboration with relevant County personnel and stakeholders; demonstrated ability to research issues and identify viable solutions; excellent 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; 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; 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; extensive 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; 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 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 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: Nine (9) 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.