



<b>Job Title</b>	<b>Project Design Specialist</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PAR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>6</b>	<b>Job Code</b>	<b>13902</b>

### Class Specification – Project Design Specialist

**Summary Statement:**

The purpose of this position is to effectively coordinate, design, and manage assigned capital and planning projects from concept to completion. This includes project management and ensuring coordination between projects and community. Other duties include providing facility maintenance assistance.

<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Oversees projects from concept to completion by planning, designing, preparing documentation, bidding, and managing all aspects; utilizing software to aid in conceptualization, design, and development of construction projects; overseeing contract management of architecture, landscape, and urban design aspects; reviewing and evaluating designs prepared by other agencies; assisting in interpretation of design standards and establishment of formal agreements with outside agencies; and coordinating projects with different levels of the government.
35%	Provides project management by administering construction contracts; supervising inspections; coordinating with affected agencies; exercising quality assurance principles; administering the budget; maintaining all required documentation; evaluating contract technical specifications; performing environmental assessments, geotechnical investigations, utilities, storm water compliance, hazmat compliance, and planning review approvals.
20%	Coordinates with other public and private entities by developing and implementing review plans; supporting other designers, engineers, staff, and consultants within the scope of projects; making presentations to various groups using graphic materials, art renderings, and other illustrations for public exhibits; assisting in pursuing joint development opportunities with public agencies or private entities; and developing criteria for evaluating joint development proposals related to architectural elements and land use considerations.
5%	Assists with maintenance of facilities, including administrative and operational facilities grounds, and off-site locations to maximize customer safety and efficiency.



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**Competencies Required:**

**Human Collaboration Skills:** Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

**Reading:** Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Math:** Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Writing:** Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Technical Skills Required:**

**Advanced Skills and Knowledge:** Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Equivalent to completion of the twelfth grade (high school diploma or GED) and specialized training in computer aided design, civil engineering design, or construction concepts.

**Experience:** Five years of full-time responsible civil design and construction experience.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.



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**Supervision Exercised:**

Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

**Supervision Received:**

Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

**Fiscal Responsibility:**

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

**Physical Demands:**

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Small hand tools, forklift, vehicles, repair truck, computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: October 2014