



Project Management Specialist 2

Category: Classified/Excluded
Pay Grade: C28
Job Code: 13028

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

This is professional project management work coordinating and participating in the planning, design and construction of new facilities and the alteration/renovation of existing facilities. Responsibilities involve acting as project coordinator for major and minor building projects to ensure compliance with Facility Management objectives. Work requires coordination of programming, schematic design, design development, construction documents, cost analysis, bidding/negotiations, construction oversight and construction invoicing reviews and other contract documents. Work requires the exercise of independent judgment coordinating the efforts of consultants, contractors and intra/inter departmental personnel involved in all phases of assigned projects.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Provides project management and coordination with County departments, user groups, and consultants in matters relating to programming and design work for proposed major and minor new construction and renovation projects;
- Prepares graphical presentation of conceptual plans;
- Prepares schematic design, design development, and construction documents for the design and construction of new buildings, alterations of existing buildings, or remodeling or extension of existing buildings;
- Reviews monthly invoices for consultant services and assists in project construction invoicing;
- Prepares research material and field information for building projects;
- Investigates building code related issues;
- Prepares detailed construction drawings for architectural projects;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in Civil Engineering or Architecture or directly related field; and three (3) years of experience in the design and construction of public and institutional building projects; or an equivalent combination of education, training and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of architectural methods, practices and procedures as they apply to the planning, design and construction of new facilities and the alteration/renovation of existing facilities;

- Knowledge of construction and design codes, County ordinances, State and Federal regulations governing building construction and the preparation and interpretation of construction plans and specifications;
- Knowledge of project costs and estimating procedures;
- Knowledge of project construction invoicing, materials and labor analysis and delivery and payment procedures;
- Knowledge of architectural drafting and design methods, practices and techniques;
- Knowledge of interior design and space planning;
- Knowledge and skill in use of Computer Aided Drafting and Design system (CADD);
- Ability to apply computer applications and software;
- Ability to plan, supervise, coordinate and instruct technical personnel;
- Ability to establish and maintain effective working relationships as necessitated by work assignments;
- Ability to present ideas and findings clearly and concisely in written, oral and graphic form;
- Ability to give technical and professional review to a wide variety and large volume of architectural plans, specifications, and related documents.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work and requires exerting up to 10 pounds of force occasionally and negligible amount of force constantly to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual acuity: Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a relatively safe, secure, and stable work environment.