

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Project Specialist</u>
Sch. & Grade	<u>PAT-9</u>
Class Code	<u>CB25</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Series	<u>Code Enf & Inspection</u>

PRIMARY PURPOSE:

To implement, coordinate, and supervise rehabilitation and new construction activities related to economic and community development projects and programs in both residential and commercial environments.

SUPERVISION:

Under the general supervision of the Grants Administrator; supervises and coordinates work of assigned temporary staff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Serves as project manager for assigned rehabilitation and new construction projects in residential and commercial environments.
2. Prepares project estimates, bids, plans and specifications, estimates project cost, and reviews project with owner.
3. Prepares, reads and reviews plans and applications submitted to determine compliance with applicable codes and regulations prior to application for building permits; consults and coordinates process with City building inspectors and other related City departments and agencies.
4. Evaluates project feasibility and recommends project changes that will enable the homeowner to meet HUD and local regulations for funding.
5. Inspects building sites to assure conformance to approved plans and specifications and advises contractors and owners of any necessary changes; prepares change orders as required.
6. Studies, learns, and interprets building and zoning codes, ordinances and trends in construction practices; researches and learns construction methods and materials to insure knowledge of current standards.
7. Reviews financial data and eligibility data, processes project loan proposals and makes recommendations on owner occupied applications to the Loan Committee.
8. Surveys sales and rental housing and commercial markets to determine cost of comparable replacement.
9. Utilizes necessary equipment such as electrical testers and cameras when making project inspections.
10. Assists in acquisition and disposition of properties within project areas, including obtaining data to establish property values, preparation of forms and documents.
11. Participates in the awarding of contracts.
12. Monitors contractor's work to ensure compliance to approved bid and specifications.
13. Assists homeowners who are displaced due to rehabilitation activities with temporary relocation needs.
14. Prepares and maintains a variety of records and reports related to projects; tracks and logs expenses of projects; authorizes release of payment to contractors.
15. Travels to work sites to inspect and coordinate projects.

IMPORTANT FUNCTIONS:

1. Attends conferences, seminars, workshops, and other training for development purposes.
2. Utilizes computer software applications such as word processing, spreadsheets, database, and Computer Aided Design (CAD).
3. Utilizes office equipment such as copiers, fax machines, etc.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles and procedures concerning residential and/or non-residential rehabilitation activities; Construction standards, practices, procedures, and materials; environmental and real estate laws.

Abilities

Prepare, read and interpret building plans; conduct inspections of buildings and construction sites in accordance with approved plans and specifications; read, interpret, and apply applicable codes and regulations; utilize necessary equipment such as electrical testers and still, video and digital cameras; work independently and make recommendations based on sound, independent judgment; prepare and maintain clear, comprehensive reports; ability to learn to accurately enter data and operate a computer including creating and maintaining documents, databases, and spreadsheets as well as using CAD software, and the internet; follow oral and written instructions; communicate effectively both verbally and in writing; effectively plan and organize tasks to meet assigned deadlines; must be flexible in prioritizing a varied mix of daily tasks; handle difficult situations in a pleasant and efficient manner; deal effectively and courteously with applicants, citizens, contractors, associates and the general public; present an overall professional image; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Typically requires graduation from an accredited college or university in construction management or related discipline, plus at least one year of related work experience; or two years of vocational training in building construction or related discipline plus three years of related work experience; or five years professional work experience in construction management, property rehabilitation, or construction project coordination.

Physical Requirements

Performs bending, kneeling, climbing, crawling, and reaching from ground level to overhead; must be able to lift and carry up to 20 pounds; holds and grips objects; must be able to observe and move around construction sites when inspecting progress of projects.

Working Environment

Both indoor and outdoor working environment with exposure to extreme weather conditions; subject to mechanical, electrical, chemical, and other safety hazards associated with making job inspections; susceptible to dust, pollen, and working in cramped spaces.

Licensing/Certification

None required.

Miscellaneous Requirements

If operating a motor vehicle for the purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator's License; work a flexible schedule to accommodate project needs; attends occasional evening meetings.

Last Revision:	February 14, 2012	GENERAL ORDINANCE NO. 5179
Comments:	Updated Abilities	Date: May 6, 2002

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____