

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Project Specialist II</u>
Sch & Grade	<u>PAT-10</u>
Class Code	<u>CB30</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Code Enforcement & Insp</u>

PRIMARY PURPOSE:

To implement, coordinate, and supervise activities related to economic and community development projects and programs as assigned.

SUPERVISION:

Under the general supervision of the Program Administrator; supervises assigned staff members.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Supervises the review of plans and applications submitted to determine compliance with all applicable codes and regulations prior to issuance of building permits.
2. Inspects building sites to assure conformance to approved plans and specifications and advises contractors and owners of any necessary changes.
3. Reviews financial data submitted and makes recommendations on applications to the Loan Committee.
4. Reviews relocation claims for compliance with Uniform Relocation Act; interprets and applies regulations.
5. Surveys sales and rental housing and commercial markets to determine cost of comparable replacement.
6. Utilizes necessary equipment such as electrical testers and still cameras when making project inspections.
7. Supervises collection of rents and distribution of relocation checks.
8. Assists in acquisition and disposition of properties within project areas, including obtaining data to establish property values, preparation of forms and documents.
9. Prepares and maintains a variety of records and reports related to projects.
10. Travels to work sites to inspect and coordinate projects.

IMPORTANT FUNCTIONS:

1. Utilizes computer software applications such as word processing, database, and Computer Aided Design (CAD).
2. Attends conferences, seminars, workshops, and other training for development purposes.

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; environmental and real estate laws.

Abilities

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 cameras; work independently and to make recommendations based on sound, independent judgment; prepare and maintain clear, comprehensive reports; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates and the general public; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a 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

Graduation from an accredited college or university with specialization in real estate, business administration, industrial technology with an emphasis in construction management or related discipline, plus at least three years' professional experience. Professional work experience in construction management, property rehabilitation, or construction project coordination may be substituted for the formal education requirement on a year-for-year basis.

Physical Requirements

Performs bending, kneeling, climbing, crawling, and reaching from ground level to six feet in height; must be able to lift and carry up to 20 pounds; holds and grips objects.

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; attends occasional evening meetings.

Last Revision:	February 14, 2012	GENERAL ORDINANCE NO. 5188
Comments:	Updated Abilities	Date: June 3, 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:** _____