ASHEVILLE, NORTH CAROLINA

Classification Specification

Assistant Project Manager
Job Code: 8055
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to assist in the planning, development, and managing of City capital projects, to provide In-house space planning and design for City facilities, and to perform related administrative tasks.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Plans, develops, and manages assigned building construction projects: coordinates with client department to develop project objectives, scope, and deadlines; determines project needs, feasibility, costs, and budgets; and coordinates with designers, contractors, City departments, and facility maintenance staff to complete projects.

Designs and develops construction projects: researches and applies local, state, and federal building and accessibility codes and requirements; performs related services such as space planning, interior design, and aesthetic design; and prepares and makes presentations to City departments regarding project plans.

Conducts site, facility and construction inspections and assessments: visits City-owned facilities, on-going construction sites, and future-owned facilities; inspects construction activities to ensure compliance with construction plans, specifications, and standards; assesses facility conditions; and prepares reports to assist in

project development and planning.

Performs procurement and contract management functions: conducts research for equipment purchases; prepares and submits purchasing documentation; creates and administers contracts for construction and professional service projects, including developing scope of work, bid development, advertisement, opening, tabulation, and awarding; and writes and maintains contracts.

Provides administrative support for programs and projects as assigned: prepares and submits Capital Improvement Project planning and request documents; maintains and tracks project costs, budgets, submittals, and other project records; develops and submits cost estimates for review; provides support to Program and Project Managers for larger, multifaceted projects; maintains facility database and computer-aided drafting and design documents and updates for facility plans storehouse.

Communicates with supervisor, other City employees, contractors, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, architectural and engineering drawings and renderings, engineering reports and assessments, pay applications and invoices, building construction submittals, construction project manual, contracts, cost estimates, budgets, project presentations, facility assessment reports, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Architecture, Design, or a related field required; supplemented by one year of experience in design, building construction or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, humidity, rain, fumes, temperature and noise extremes, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, or bright/dim lights.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.