ASHEVILLE, NORTH CAROLINA

Classification Specification

Assistant Public Works Project Manager
Job Code: 4245
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to assist with coordinating and implementing department projects.

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.

Assists with bidding and contract processes for approved projects: prepares and/or edits bid specifications, instructions to bidders, contracts, and related documents; verifies accuracy and completeness of information; and ensures bid and contract documents are ready for publication.

Assists with project implementation: schedules and coordinates meetings regarding project; provides information and answers questions; identifies and ensures processing and/or completion of needed permits, easements, inspections, and other activities; updates project schedules; monitors project progress and adherence to objectives and contract specifications; and prepares and submits required reports and updates.

Serves as liaison to design firms, contractors, state agencies, other City departments, and stakeholders: represents the project for all City concerns; reviews plans and project designs; conducts on-site work reviews to check for compliance; assists in resolving problems or conflicts; recommends solutions to problems; and facilitates

implementation.

Assists with in-house design activities: provides drafting work in support of project design; completes, reviews, and verifies engineering calculations; and makes recommendations concerning improvements, modifications, design strategies, structural systems, or other aspects of project development.

Conducts routine land surveys to determine location of boundaries and easements; marks points of measurement; measures distance between survey points; places stakes at designated points; and collects and logs electronic field data.

Communicates with supervisor, other City employees, architects, contractors, the public, outside agencies and organizations, 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, surveys, contracts, bid specifications, permits, construction plans, progress 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, drafting, 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:

Associate degree in Engineering Technology, Construction, or a related field required; supplemented by three years of experience in surveying, construction drafting and design, 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. Must possess and maintain the following additional certifications or licensures: Land Surveyor and Notary Public.

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 review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to act as lead person or crew leader, providing guidance to a work unit, coordinating activities, and reviewing work of the unit.

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 involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

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, wetness, humidity, rain, fumes, temperature and noise extremes, traffic hazards, bright/dim lights, or rude/irate customers.

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.