

## **FACILITY PROJECTS SPECIALIST**

**PURPOSE:** Plan, coordinate and implement architectural, facilities management and interior construction projects and programs.

This position operates from legal and industry standards and is responsible for solving problems within own and assigned project workflows and processes. There is a great deal of latitude and call for judgment and discretion. This position operates independently with minimal supervision.

### **FUNCTIONAL AREAS:**

1. Manage, coordinate and evaluate the design and construction of projects and facilities management projects and activities for City-owned structures and grounds.
  - \* A. Consult with client to gather information to be used in analyzing project needs and program requirements for capital improvement project development.
  - \* B. Prepare bid specifications for consultants/contractors, review bid proposals and participate in the selection of consultants/contractors.
  - \* C. Confer with consultants to develop feasibility studies and perform financial analysis.
  - \* D. Collaborate with consultant to develop project plans including site access, remediation plans, strategies, timelines, and contingencies.
  - \* E. Perform cost analyses and negotiate contract terms with consultants/contractors.
  - \* F. Present project information to administrators, City Council, Planning Commission, regulatory agencies and others as necessary.
  - \* G. Identify and apply for grant funding and other funding sources for projects; plan, monitor and administer project budgets.
  - \* H. Inspect work performed by consultants/contractors for conformance to specifications, and make adjustments as necessary.
  - \* I. Review consultant reports, lab analysis results, regulatory guidelines, and other technical material to design or modify projects to effectively meet goals.
  - \* J. Plan, design and furnish interiors of government, commercial or industrial buildings using accepted design principles.
  - \* K. Perform all associated administrative tasks, including preparation and processing of all required reports and documentation.
  
2. Coordinate other projects and/or programs, and perform related duties.
  - \* A. Coordinate programs such as the Capital Improvement Program, and participate on project teams for large scale or multi-faceted projects/programs.
  - \* B. Research and keep abreast of current architectural and interior design techniques, materials, trends and funding sources.
  - C. Participate in the development and monitoring of department/division budgets.
  - D. Coordinate other projects and/or programs as assigned.
  - E. Perform related tasks as assigned.

### **JOB REQUIREMENTS**

#### **Education & Experience Requirements**

- ❖ Bachelor degree from an accredited institution with a concentration in architecture, interior design, business administration, public administration, facility management, engineering or

related field, or a certificate in drafting; plus a minimum of two (2) years of architectural design experience including AutoCAD experience.

### **License Requirements**

- ❖ Possession of a valid regular driver's license on the date of appointment and thereafter.

### **Knowledge Requirements**

- ❖ A. Knowledge of architectural and facilities planning and design principles and practices.
- ❖ B. Knowledge of local, state and federal regulation related to construction.
- ❖ C. Knowledge of engineering principles and practices sufficient to plan projects and to read and interpret technical reports.
- ❖ D. Knowledge of research and analysis methods and techniques.
- ❖ E. Knowledge of budgeting methodology, budget management techniques and capital improvement programming process.
- ❖ F. Knowledge of program analysis, planning, implementation and evaluation principles and techniques.
- ❖ G. Knowledge of accepted supervisory and management practices.
- ❖ H. Knowledge of negotiation methods and techniques.
- ❖ I. Knowledge of grant writing and reporting principles and techniques.

### **Skill Requirements**

- ❖ A. Excellent organizational skills.
- ❖ B. Skill in project planning, implementation and evaluation.
- ❖ C. Skill in communicating logically and persuasively before groups and with individuals.
- ❖ D. Skill in preparing clear, concise written reports and correspondence.
- ❖ E. Skill in managing and tracking multiple projects concurrently.
- ❖ F. Skill in working cooperatively with governmental agencies, architects, engineers, consultants, contractors, attorneys, planners, staff and other professionals.
- ❖ G. Skill in the operation of personal computers and associated software, including word processing, database, spreadsheet, AutoCAD, adobe, and project management software.
- ❖ H. Skill in writing grant proposals.
- ❖ I. Skill in negotiating and administering contracts.

### **Ability Requirements**

- ❖ A. Ability to plan and coordinate work of project staff and consultants/contractors.
- ❖ B. Ability to read, interpret, analyze and explain technical data, blueprints, maps, and other complex materials that may involve information with which the individual is unfamiliar.
- ❖ C. Ability to evaluate and analyze operations and procedures.
- ❖ D. Ability to work independently while functioning as a team member.
- ❖ E. Ability to establish and maintain effective working relationships with supervisors, other employees, governmental agencies and the general public.
- ❖ F. Artistic and creative ability.

### **Physical Ability Requirements**

- ❖ A. Ability to transport oneself to, from, and around project and meeting sites.
- ❖ B. Ability to occasionally walk, climb, stoop, kneel or crouch during site inspections.
- ❖ C. Ability to transport, usually by lifting and carrying, materials and equipment weighing up to 50 pounds, such as project files, product samples, and public presentation materials/equipment.
- ❖ D. Ability to talk and hear to exchange information.
- ❖ E. Fine dexterity to operate computer.

- ❖ F. Visual acuity to prepare, analyze and proofread data.
- ❖ G. Ability to attend work on a regular basis.
  
- \* Essential functions of the position
- ❖ Job requirements necessary on the first day of employment

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