

Code: 5636
Operation and Construction Service
Engineering, Designing and Structural Group
Civil Engineering Series

CLASS TITLE: **Assistant Project Director**

CHARACTERISTICS OF THE CLASS: Under direction, assists in supervising staff responsible for the planning, design and administration of municipal transportation projects; and performs related duties as required.

ESSENTIAL DUTIES: Supervises and coordinates the preparation and development of engineering or architectural designs, drawings and contract documents for complex transportation projects; reviews and evaluates consultant proposals and makes recommendations for the awarding of contracts; meets and confers with department staff, client agencies and consultants to establish design criteria, project schedules and cost estimates; supervises the preparation of grant applications, inter-governmental agreements, progress reports and environmental impact statements; supervises the preparation of grant budget revisions, time extensions and scope amendments; coordinates the review of consultants' development reports for appropriate scope, quality assurance, compliance with governmental regulations and estimates of cost; coordinates the award of construction and professional service contracts and oversees payments to contractors, consultants and agencies; visits construction sites to ensure activities and project expenditures comply with federal, state and City requirements.

RELATED DUTIES: Plans and coordinates construction work with City departments and public utilities to facilitate scheduled projects; supervises and reviews the preparation of administrative, budgetary and technical reports; monitors the processing of contract modifications, line item changes and project expenditures to ensure costs do not exceed budgetary limitations; functions as the Project Director in his or her absence.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Engineering, Architecture or Planning or a directly related field supplemented by five years of progressively responsible experience in the planning, design and construction of transportation projects including two years of supervisory experience, or an equivalent combination of training and experience.

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CLASS TITLE: **Assistant Project Director (Cont'd)**

Knowledge, Abilities and Skill. Considerable knowledge of the theories, practices and procedures of engineering, architecture or construction management. Considerable knowledge of local and national codes and regulations affecting the construction of transportation structures and facilities. Considerable knowledge of federal and state regulations regarding the application and administration of transportation funding.

Ability to coordinate major inter-governmental transportation projects. Ability to evaluate and revise project designs, plans and specifications to meet project scope and funding guidelines. Ability to visit construction field sites to monitor status of assigned projects. Ability to manage consulting companies.

Considerable skill in the application of modern construction management methods and techniques to practical engineering problems. Considerable skill in planning, organizing and managing complex transportation projects. Excellent oral and written communication skills.

Working Conditions. General office environment.

Equipment. Standard office equipment.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

June, 1995

