

## PROJECT & CONSTRUCTION ADMINISTRATOR

### **Position Purpose:**

Performs a wide variety of complex duties under broad supervision of the Director of Public Works. Performs inspections of proposed new or existing public works related projects to meet specific requirements and materials. Work requires initiative and independent judgment in the application of prescribed policies, procedures, and methods. This position is to provide administrative and technical support to the department and all other related work as required.

### **Supervision:**

*Supervision Scope:* Performs varied and responsible functions requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative to interpret guidelines, policies, procedures and practices.

*Supervision Received:* Works under broad supervision of the Director of Public Works. Follows department rules, regulations and policies, requiring the ability to plan and perform operations, and to complete assigned tasks according to a prescribed time schedule. Functions independently in monitoring Public Works projects, referring to the department head on proposed revisions or exceptions to policies, procedures and guidelines.

*Supervision Given:* None.

### **Job Environment:**

Work is performed in a typical municipal office environment as well as field work requiring moderate to strenuous physical effort under variable weather conditions in the performance of duties. Majority of work is performed in a moderately noisy work environment, with frequent interruptions.

Operates all department computers, tablets, and technologies, calculator, telephones, copier, facsimile machine and all other standard office and field equipment. Some equipment may be specialized to a particular department.

Makes frequent contact with town department staff, public officials, general public, vendors, and outside agencies and organizations. Contacts require a high degree of tact, diplomacy, and confidentiality.

Errors could result in delay or loss of service and possible legal ramifications.

### **Essential Functions:**

*(The essential functions or duties listed below and on attachments are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

The Project and Construction Administrator shall monitor the quality of work, materials used, compliance with permit requirements and communicate any concerns regarding non-compliance with appropriate Town staff, contractors or developers and advise accordingly. Work with, oversee, and coordinate with professionals for similar work. Record progress and delays on site including weather conditions. Attend site meetings if required.

Provides customer service by answering questions in person, by telephone and email; interprets and provides information/copies relative to town policies, procedures, plans and by-laws; refers individuals to appropriate source as required. Responds to inquiries and explains construction projects to residents. Handles the more difficult or complex issues that may initially be received by other office staff of the department, referring technical operating issues to department head or other appropriate staff member. Responds tactfully to citizens' complaints.

Considers interrelationships, appearances, topographical features, soil conditions, feasibility, costs, specifications, contract requirements and parameters, time elements and other factors for various projects.

Conducts scheduled or periodic site inspections for conformance to established plans, specifications and other criteria.

Recommends changes or alterations to original design plans to meet practical field conditions or applications; notifies department head of need for approved variances to original plans and outline typical procedures and processes required.

As required, prepares or reviews and disseminates a wide variety of reports, analyses documents or records as related to departmental projects.

Monitors the activities of contracts throughout the Town to ensure compliance with contract requirements and regulations.

Aids in the compilation of public records requests for the department.

Aids in the recording and maintaining of all department records.

Aids in preparation and review of all project plans and specifications.

May attend meetings and/or construction inspections before or after normal business hours at the direction of the Director of Public Works.

Schedules appointments, meetings, and on-site inspections; attends meetings, takes minutes, prepares agenda and supportive materials as required; implements and follows-up on decisions made at meetings. Schedules conference rooms. Prepares and gathers materials for meetings.

Participates in the processing of applications and the issuing of permits and other documents pertinent to the department's function; collects fees and bills users of services if applicable and maintains associated records.

May act as liaison between departments, boards, committees, and citizens.

Follows and adheres to department and other government rules, regulations, policies and procedures.

Supervises project schedules, means, methods and procedures, standards of performance, compliance of local town rules and regulations, along with state and federal laws and regulations or other matters affecting the project.

Performs similar or related work as required.

### **Recommended Minimum Qualifications:**

#### Education, Training and Experience:

Bachelor's degree in Construction Project Management or civil/environmental related field, and at least three years of directly related experience or any equivalent combination of education, training, and experience. Municipal experience preferred. Valid driver's license required. OSHA 10 required or the ability to obtain within first month of employment.

#### Knowledge, Ability and Skill:

*Knowledge:* Thorough knowledge of office procedures, practices and terminology. Thorough knowledge of construction project operations. Knowledge of the operation of computer software applications. Knowledge of town by-laws, state and federal laws and regulations.

*Ability:* Ability to conduct accurate and thorough inspections of construction projects. Ability to communicate effectively and tactfully with staff, town departments, officials, and the public. Ability to compose correspondence. Ability to recognize and resolve problems with minimal administrative intervention. Ability to prioritize and complete multiple tasks at one time with frequent interruptions. Ability to solve practical problems within the limits of standard or acceptable practice. Ability to maintain and manage complex records. Must be able to operate a personal computer and display intermediate to advanced skill when using software programs for word processing, database, spreadsheets and other software as required by the position. Ability to read and interpret project documents (plans, specifications, codes, permit conditions and other material pertinent to construction).

*Skill:* Excellent customer service and interpersonal skills. Excellent written and oral communication skills and ability to establish and maintain professional working relationships. Strong organizational skills and leadership skills and work well in a team environment. Skill in identification and utilization of new information resources. Must be a self-starter and able to drive project task forward with minimal supervision.

**Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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. Regularly required to operate office objects, tools, or controls, and move paper, files, and other common office objects. Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Essential functions require close vision for regularly working with details and numbers. Tasks require the ability to communicate orally.

*(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.)*