

NEW CASTLE COUNTY GOVERNMENT

Number 0844

CLASS SPECIFICATION

Page 1 of 2

Date 01/21/14

Title: SPECIAL SERVICES PROJECT ADMINISTRATOR

Approved:



GENERAL STATEMENT OF DUTIES: Performs skilled planning, design and project management work related to the construction, renovation, rehabilitation and maintenance of New Castle County (County) facilities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs professional architectural and project management work which may involve the planning, design and project management of building and facility projects. This employee is responsible for work that involves new construction, renovation, rehabilitation and maintenance of County facilities. Skills include estimating ability related to building and construction trades, long and short-range planning, architectural design and project management. This employee exercises considerable judgment and initiative and works under general supervision.

EXAMPLES OF WORK: (Illustrative only)

- Reviews and evaluates existing facilities for future renovation or construction projects;
- Compiles and analyzes data necessary to plan and develop facility projects;
- Participates in interview and selection process for professional services;
- Formulates a comprehensive construction, renovation or maintenance plan for County facilities and assists in implementing this plan;
- Defines construction/renovation objectives and their feasibility;
- Writes specifications and assists with plans on facility projects;
- Coordinates with the departments and other County agencies involved with the construction or future development of all County facilities;
- Monitors and evaluates activities required for State and Federal programs run by the County in the area of facilities construction;
- Supervises, trains, instructs and evaluates employees;
- Provides public presentations and lectures;
- Performs office and field investigative work, independent research and report writing;
- Supervises the preparation of necessary maps, line drawing charts, designs and layouts to scale;
- Meets with architects, engineers and contractors to implement construction and rehabilitation efforts;
- Assists in obtaining bids, reviewing bids and awarding contracts;
- Coordinates and manages facility projects through completion of construction, including contacts with engineering firms, contractors, consultants and related agencies;
- Ensures project compliance of contracts and reviews and negotiates changes in progress agreements and payments to architects, consulting engineers and contractors;

NEW CASTLE COUNTY GOVERNMENT

Number 0844

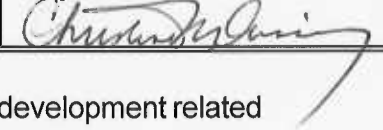
Page 2 of 2

CLASS SPECIFICATION

Date 01/21/14

Title: SPECIAL SERVICES PROJECT ADMINISTRATOR

Approved:



- Locates outside sources of funding for land acquisition, design and development related to facilities projects;
- Conducts research and prepares technical and special reports as required;
- Makes cost estimates on construction projects and assists in preparing funds;
- Acts as a professional inspector on a variety of projects;
- Prepares and administers a capital program;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles of construction and design of buildings and related structures; knowledge of architectural design principles and practices; thorough knowledge of planning and estimating skills; good knowledge of fiscal and statistical data; ability to work with engineers, architects and contractors; ability to analyze technical data and to exercise technical judgment to make sound architectural decisions; ability to establish and maintain good working relations with other employees, elected officials and the public; ability to prepare statistical reports and perform economic evaluations; good knowledge of fiscal and accounting skills; ability to communicate courteously and effectively, both verbally and in writing.

MINIMUM QUALIFICATIONS: At least five (5) years of experience in the construction, project management, engineering or architectural field and possession of a Bachelor's Degree from an accredited college or university with major course work in civil engineering, architecture, planning or related field; or an equivalent combination of education, experience and training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid Delaware Class D driver's license or its equivalent. Must pass a Class III County physical examination and background check.

PREFERRED QUALIFICATIONS: Professional Architect license issued by the State of Delaware or equivalent, with Delaware license within one year of date of hire or promotion.

HISTORY OF REVISIONS:

Established: 07/01/90
Revised: 01/24/95
Revised: 07/01/97
Revised: 11/01/97 (Includes title change from Project Administrator)
Revised: 05/01/01
Revised: 07/29/08
Revised: 01/21/14