



POSITION DESCRIPTION

JOB TITLE: Project Specialist	
Job Class: 3033	
DATE	Chief Operations Office Facilities Design and Planning
BARGAINING UNIT: ASC	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: 1 Pay Range:	EEO Category:
<p>POSITION SUMMARY: Provides overall coordination of contract administration for both major maintenance and major construction projects. Coordinates design efforts of outside consultants with in-house personnel. Implements bidding schedule and other initiatives as established by the Manager of Design and Construction.</p>	

DESCRIPTION OF THE JOB: DESCRIBE THE SPECIFIC DUTIES AND RESPONSIBILITIES OF THE JOB AS ACCURATELY AND COMPLETELY AS POSSIBLE. Indicate the approximate percentage of time devoted to each major task or group of related tasks. Identify essential functions of the job with an asterisk (*) An essential function must meet the following criteria: 1) the reason the position exists is to perform that function, 2) no other employee is available to perform that function, 3) the function is highly specialized, and 4) removing the function would fundamentally alter the job.

1. Maintains schedule for all construction and maintenance projects that require design and bidding.
2. Coordinates bid specifications for all activity related to repair, renovation and construction of buildings and equipment. Prepares "request for proposal" for various construction related projects and contracted services. Updates and maintains MPS guide specification. Prepares and distributes notification for preliminary and final reviews of contract documents.
3. Schedules and oversees technical review of bid documents between in-house personnel and architect/consultants. Prepares front end of specifications on a project by project basis for all formal contracts. Prepares and forwards all addenda during the bidding process. Oversees submitted bid proposals for accuracy and legal requirements of the bidding process.
4. Works directly with consultants to ensure that MPS guide specifications are utilized.
5. Coordinates efforts of design consultants with in-house personnel for production of contract documents. Assigns and coordinates activities of Architectural Designers, Draftsman, Co Op Students as well as contracted employees.
6. Provides bid information to Contracts Clerk for advertisement preparation, including assignment of minority percentages for contracts.
7. Works directly with the City Attorney's office to obtain recommendations on legal matters as they relate to bidding and/or construction matters. Coordinates all written correspondence with Bonding Companies and/or General Contractors. Corresponds with City of Milwaukee's Historic Preservation Commission for approval of projects and designated historic school sites.
8. Develop drawings and detail standards for building systems, such as roofing, masonry, and site work for use with both in house projects as well as formal bid documents.

9. Actively supports the MPS Strategic Plan.

10. Perform other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision provided by the Manager of Design and Construction. Plans and arranges own work schedule.

SUPERVISION EXERCISED:

Coordinates various personnel to complete projects as assigned.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. State certification in structural pesticide application.

Education Requirements:

Bachelor's Degree in architecture/engineering or related construction engineering/contracting or construction law degree from a school approved by the Accreditation Board for Engineers and Technology (ABET). Registration as a professional architect/engineer in Wisconsin is desirable.

Experience Requirements:

Four or more years of experience in contract enforcement and/or contract administration.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Working knowledge of CSI and AIA documents, state statutes, bonding requirements and prevailing wage requirements is helpful. Must be able to interpret complex technical reports. CAD experience is desired. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must be able to evaluate design and construction methods based on technical data, material history and constructability. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment with occasional school site visits. Exposure to dirty, dusty conditions on occasion. Flexibility to work extended hours is required; evenings and weekends.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: 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 with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

