



POSITION DESCRIPTION

JOB TITLE: Project Specialist (Design and Construction) Job Class: 3610			
DATE	Office of Operations Facilities and Maintenance		
Pay Schedule: Pay Range:	<table border="1"> <tr> <td>FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt</td> </tr> <tr> <td>Management Approval:</td> </tr> </table>	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt	Management Approval:
FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt			
Management Approval:			
POSITION SUMMARY and PURPOSE: Coordinates contract administration for major maintenance and construction projects. Coordinates design efforts of outside consultants with in-house personnel. Develops bidding schedule and oversees other initiatives as required.			

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** 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 related to repair, renovation and construction.
3. Prepares requests for proposal (RFP) for various construction projects and contracted services. Prepares and distributes notifications for preliminary and final review of contract documents.
4. Updates and maintains the Milwaukee Public Schools (MPS) architectural guide specifications.
5. Schedules the technical review of bid documents. Prepares front end specifications on a project by project basis for all formal contracts. Prepares addenda during the bidding process. Reviews submitted proposals for accuracy and legal requirements.
6. Coordinates with consultants to ensure that MPS bid specifications are followed.
7. Coordinates efforts of design consultants and in-house personnel to produce contract documents.
8. Provides bid information to the Contracts and Procurement departments for advertisement preparation, to include assignment of minority percentages for contracts.
9. Works with the City Attorney's office on legal issues related to bidding and/or construction matters.

10. Coordinates written correspondence with bonding companies and/or general contractors. Corresponds with the City of Milwaukee's Historic Preservation Commission for approval of projects and for designated historic school sites.
11. Reviews on-line computerized maintenance management system for work orders related to estimating projects.
12. Actively supports the MPS Strategic Plan.
13. Performs 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, Design and Construction

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Coordinates internal and external staff, no direct reports

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.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Position requires a bachelor's degree in architecture, engineering or a related construction degree.

Experience Requirements

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

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Working knowledge of CSI and AIA documents, Wisconsin State Statutes, bonding requirements and prevailing wage requirements necessary. Ability to interpret complex technical reports and skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets. Excellent teamwork skills are required. Ability to develop effective working relationships with diverse individuals at all levels is required. Must have the ability to evaluate design and construction methods based on technical data, material history and constructability. Strong working knowledge of computer applications to include MS Office software is required, CAD experience is desired. Proficiency in data maintenance management systems required. Ability to juggle numerous responsibilities with varying deadlines. Ability to gather data, compile information and prepare reports is necessary.

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 travel to other locations within the MPS system.

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.