

**CITY OF GAHANNA, OHIO
CLASS SPECIFICATION**

CLASS TITLE: Project Administrator
DEPARTMENT: Services
REPORTS TO: Deputy Director of Public Services

CLASS CODE: 23626
FLSA STATUS: E
DATE: 5/11

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Manages special and high profile capital improvement projects, public relations, contract management, and provides project management support to the services department.

ESSENTIAL JOB FUNCTIONS:

Importance	Tasks	% of Time
1	Assists residents in providing information related to their questions or concerns regarding capital improvement projects, city infrastructure, private development and right-of-way work while taking corrective action when warranted.	10
2	Manages and oversees bidding, construction, inspection, close out phase, and the completion of as-built record plans for all service related construction and maintenance projects. Coordinates construction activities impacting the surrounding region with applicable local, state and federal governments and organizations. Prepares contracts, specifications and legal notices for receiving bids and letting contracts. Manages and oversees various department general projects including but not limited to the implementation of unfunded federal and state mandates (ie, EPA Mandates, FHWA Sign Retro-reflectivity Assessments, the ADA Curb Ramp Replacement Program, and yearly traffic count generations).	30
3	As a team member, assists with the plan review and approval processes of city infrastructure and private commercial development.	10
4	Facilitate weekly project coordination meetings for all capital improvement projects and private development work.	10
5	Manages inspection of private development improvements; assessing fees for inspection services including collection, account management and disbursement of payments.	10
6	Prepares and manages the design, quantity take offs, bidding, construction, inspection, budgeting, and quality control measures of annual street maintenance program. Develops, updates and maintains pavement condition rating of city streets.	10
7	Provides spot inspection services for Right-Of-Way permit construction within the City.	10
8	Prepares complex, routine and non-routine reports; receives, sorts, and summarizes material for the preparation of reports; prepares work reports.	3

** Regular, predictable, and punctual attendance is required.

IMPORTANT JOB FUNCTIONS:

Responsible for all Service Department related GIS updates.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer Traffic counters Nail gun Motor Vehicle General office equipment

EXHIBIT A

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor of Science degree from an accredited four-year college or university in a related field; and,

Two to three years of related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Ohio Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Engineering principles, practices, concepts, procedures, and methods.

Public works construction practices, methods and procedures.

City property surveys, plats, acquisitions and disposal of properties and vacation of easements as required.

Municipal government structure and processes.

Administrative principles, concepts, practices, and procedures.

All applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of fellow staff members.

Communicating orally and in writing with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

Ability to apply an extensive variety of complex technical engineering principles to field conditions.

Ability to review and analyze construction plans to determine compliance with applicable specifications, regulations, codes and ordinances.

Ability to establish and maintain effective working relationships with fellow employees, city officials, other government agencies, and the general public.

While performing the essential functions of this job the employee is frequently required to stand; sit; speak and hear; use color, texture, sound, shape and odor perception; push, pull and/or lift up to 50 pounds.

Working Conditions:

Work is performed in a normal office environment and in the field exposing the employee to various outside atmospheric conditions and occasionally to conditions such as fumes, dusts, and poor ventilation that affect the respiratory system, eyes or the skin; possible bodily injury from moving mechanical parts of equipment, tools or machinery, or electrical shock.

The incumbent's working conditions are typically moderately quiet to very loud.

Prepared by:	Date:
Approvals: Supervisor/Manager:	Date:
Director:	Date:
Human Resources:	Date:
I understand the above job description details my current job duties: Employee Signature	Date:

file: Project Administrator

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.