



**CITY OF GRANTS PASS, OREGON  
CLASS SPECIFICATION**

**PUBLIC WORKS PROJECT  
SPECIALIST**

**FLSA Status:** Non-Exempt  
**Bargaining Unit:** GPEA  
**Salary Grade:** C30

**CLASS SUMMARY:**

The Public Works Project Specialist is Utilities Operations Stand Alone class. Incumbents are responsible for the coordination, management, administration, review and inspection of capital construction projects, planning documents and contracts within the Public Works Department.

**TYPICAL CLASS ESSENTIAL DUTIES:** These duties are a representative sample; position assignments may vary.

- Review, approve and administer plans and contract documents related to design, project scope, and budget.
- Provides administrative support to the Public Works Director, contract Engineers, and departments with capital projects.
- Prepares bid documents and schedules, coordinates and attends bid openings, identifies successful contractor and contract process.
- Administers engineering and construction contracts; determines the appropriate contract for use, and completes contract documents and submits for authorization.
- Works with professional staff to obtain permits from appropriate agencies necessary for capital improvement projects to proceed.
- Reviews and approves consultant, contractor, and vendor invoices for payment, processes construction progress payments, works with engineering inspectors to ensure unit items are paid accurately, reconciles contractor's costs and follows up on discrepancies.
- Responds to inquiries and requests from City staff, consultants, contractors, and the public, explains City policies and procedures and recommends solutions, and follows up to ensure successful and satisfactory resolution.
- Negotiates and prepares change orders and field change directives.
- Reviews and analyzes bid documents for compliance with City, State, and Federal requirements and prepares award recommendations for council packet.
- Makes recommendations for capital project prioritization within budgetary constraints.

**Training and Experience** (positions in this class require):

An Associate's Degree with an emphasis in engineering or mathematics and three years of technical experience involving civil engineering design, and/or plan review, and/or public works field inspection

are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class require):

- Valid Oregon Driver's License – Class C
- Certified Public Infrastructure Inspector Certification (preferred)

**Knowledge** (positions in this class require):

Knowledge of:

- General engineering principles and practices;
- Construction contract administration;
- Building/construction plan review and inspection;
- Business letter writing and bid document preparation;
- Record keeping principles and procedures;
- Techniques for effectively representing the City in contacts with governmental agencies, contractors, the public and various professional and regulator organizations; and,
- Applicable Federal, State, and local laws, rules and regulations.

**Skills** (positions in this class require):

Skill in:

- Research, interpretation analysis related to the City Code;
- Construction plan review;
- Conflict, time, project and money management;
- Multi-tasking to manage multiple tasks and projects;
- Establishing and maintaining positive and harmonious working relationships with peers, vendors, regulatory agencies, and contractors;
- Application of engineering concepts and technologies;
- Project management;
- Using a computer and related software applications;
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, contractors, the public, etc. sufficient to exchange or convey information and to give and receive work direction.

**Physical Requirements:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, standing, walking, lifting, grasping, feeling, talking, hearing, and seeing, fingering and repetitive motion.

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises, disruptive people, threatening environment, and travel.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work overtime and perform standby duties.

**Note:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

**Classification History:**

Adopted by Council September 2, 2015, Resolution No. 15-6358