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| Job Title | Construction Project Specialist | FLSA Status | Exempt |
| Band | PRO | Probationary Period | 12 Months |
| Zone | 5 | Job Code | 17892 |

Class Specification – Construction Project Specialist

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| Summary Statement: | |
| <p>The purpose of this position is to prepare and inspect design and construction projects of the Pikes Peak Highway Recreation Corridor to ensure the high safety and maintenance standards of the organization while preserving the public experience. This is accomplished by managing, preparing, and inspecting plans and specifications for design and construction projects in accordance with the approved Pikes Peak Master Plan; monitoring project budgets; ensuring environmental compliance with all Federal and State regulations and policies; working with legal staff to ensure compliance with applicable laws; performing vehicle and machine maintenance in accordance with safety and standard operating standards. Other duties include special events support, emergency responses, and shift work as required.</p> | |
| Essential Functions | Note: Regular and predictable attendance is an essential function in the performance of this job. |
| Time % (All below must add to 100%) | Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year. |
| 80% | Managing and overseeing design and construction projects by preparing contract documents including RFPs/IFPs; negotiating and approving change orders; selecting contractors in accordance with City guidelines; providing quality control assurance for the various contracts to ensure compliance with contract documents; monitoring and approving progress and final payment requests; and working with other departments to schedule projects that are completed by City personnel. |
| 5% | Performing road maintenance by assisting the Pikes and Peak Highway road crew with various road maintenance including plowing and sanding the roadway, curbing, crack sealing to maintain an integrity of the road way. |
| 5% | Performing facility repair and maintenance by assisting the staff; and supporting the construction of small buildings. |
| 5% | Performing customer support and emergency responses by assisting with emergency events; assisting the North Slope Recreation Staff and Colorado Springs Utilities; and providing customer support and assistance to visitors or staff members as requested. |



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| 5% | Providing support to special events by helping with special preparations for approved special events within the Peak Highway Recreation Corridor including but not limited to the Pikes Peak International Hill climb, Pike Peak Ascent, and Pike Peak Marathon and the AdAmAn Club Annual Fireworks Show; and assisting in the successful execution of these events including parking vehicles or patrolling the corridor to ensure the safety of the mountain and visitors. |
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| Competencies Required: | |
| Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. | |
| Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. | |
| Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. | |
| Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. | |

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| Technical Skills Required: | |
| Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. | |

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| Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below. | |
| Education: Bachelor’s degree from an accredited college or university with major coursework in civil engineering, construction management, or a related field. | |
| Experience: Two years of full-time construction project coordination experience. | |



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| Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses. | |
| CPR certification (cardiopulmonary resuscitation) | Within 3 months of start date |
| First Aid Certification | Within 3 months of start date |
| Certifications required in accordance with standards established by departmental policy. | |

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| Supervision Exercised: |
| Position has no responsibility for the direction or supervision of others. |
| Supervision Received: |
| Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically. |

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| Fiscal Responsibility: |
| This job title has no budgetary responsibility. |

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| Physical Demands: |
| Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree. |

| Environmental Conditions | Frequency |
|--------------------------------------|-------------------------|
| Primary Work Environment | Office Environment |
| Extreme Temperature | Daily |
| Wetness and Humidity | Several Times per Month |
| Respiratory Hazards | Daily |
| Noise and Vibrations | Daily |
| Physical Hazards | Daily |
| Mechanical and/or Electrical Hazards | Continuously |
| Exposure to Communicable Diseases | Rarely |

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| Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, standard office equipment, safety glasses/vests/gloves, hearing protection, hard hat, artic wear, sun block, and steel toe boots. |
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Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: August 2014