

## ASSISTANT PROJECT ADMINISTRATOR

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Reports to: Project Administrator

Position Control No.: 2223

Department: Public Works

Exempt  Non-Exempt

Full Time  Part-Time  Seasonal

Department Head Approval: 

Date: 5/02/19

### JOB SUMMARY:

Assists the Project Administrator in the coordination, engineering, construction planning, bid solicitations and provides construction management on a wide variety of Public Works and municipal projects; and does related work as required.

### ESSENTIAL FUNCTIONS:

1. Assists in the coordination, planning, scheduling, bidding and construction of various projects.
2. Works well with other City departments.
3. Serves as a liaison with other governmental agencies, coordinates with consulting firms, utility companies, contractors, and developers as required.
4. Supervises and performs reconnaissance surveys as required.
5. Communicates effectively with contractors, engineers, developers, and community members and displays sound decision-making capabilities.
6. Assists in preparing correspondence, memos, costs and bid invitations for reference and responds to inquiries to provide information.
7. Responds to information requests and resident complaints and follows up to ensure the issue has been appropriately addressed.
8. Works indoors and outdoors, including adverse weather conditions, such as extreme cold, heat, heights, temperature swings and noise.
9. Some exposure to mechanical, fume/odor and dust/mite hazards.
10. Some extended hours are required.
11. Assists in preparing reports, estimates, schedules, solicitation of competitive bids and provides other support as required for future City construction and maintenance programs.
12. Monitors project activities such as cost, time, materials and schedules to ensure objectives are achieved within budget and timeframes are in compliance with established contract requirements.
13. Provides technical support for the Department of Public Works.

### QUALIFICATIONS:

1. High School Diploma or GED; college degree is preferred.
2. State of Texas drivers license, Class C.
3. Knowledge of applicable Federal, State and local laws, codes, regulations and ordinances relating to municipal government.
4. Knowledge of municipal utilities and infrastructure is preferred.
5. Knowledge of customer service principles and interpersonal skills to sufficiently exchange or convey information and practice problem-solving techniques.
6. Proficient in business English, spelling and grammar, including composition of routine business correspondence.

7. Supervisory experience, administrative and technical knowledge in municipal utilities, construction and related fields preferred.
8. Able to use standard office equipment including computers and applicable software applications such as word processing and spreadsheets.
9. Ability to learn technical specifications, construction plans, schedules and logistics.

**PHYSICAL REQUIREMENTS:**

1. Lift, carry, and hold up to 50 lbs. of survey, construction and office equipment.
2. Walk, climb, and crawl while reviewing and supervising projects and citizen complaints in the field.
3. Sit and stand for extended periods of time while performing routine office and administrative duties.

**NOTE:** The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

**APPLICANT:** Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date