

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PROJECT OFFICER II – 1752

DEFINITION:

Under direction, to plan and coordinate all aspects of design, construction, and operation on a variety of major City projects; to act as liaison officer to various groups, departments, and agencies concerned with the projects; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Conducts project administration, monitoring, and control;
- Represents the City in meetings with citizen groups, architects, engineers, contractors, City departments, and other governmental agencies concerned with architectural construction and project operation and management;
- Supervises the preparation of or approves all documents, plans and specifications, bidding procedure, and contract awards;
- Acts as Project Coordinator and exercises functional supervision of assigned personnel in design, inspection, and construction;
- Analyzes and makes reports and recommendations concerning the project being coordinated;
- Reviews and prepares reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's Degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter units); **AND** four years of full-time commercial, industrial, governmental, park construction, or large scale residential construction project management experience, which must include both of the following: preparing and reviewing contract documents; and planning, coordinating, estimating, scheduling, and inspecting construction projects.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**