

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PROJECT ASSISTANT

DEFINITION:

Under general supervision, to assist in the coordination of design, construction, operation, and inspection of City projects; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Acts as resident inspector or assistant project engineer on major construction projects;
- Assists Project Officers on construction projects;
- May coordinate minor construction projects;
- Supervises work of specialized personnel;
- Prepares reports and makes recommendations on specific phases of a project.

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 Announcement for updated minimum qualifications.

A Bachelor's degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter units); **AND** two years of commercial, industrial, governmental, or large scale residential construction project management experience which must include all the following: preparing and reviewing contract documents; and planning, coordinating, estimating and scheduling construction projects. One year of professional engineering, architectural or plan review experience may be substituted for a maximum of one year of the required construction project management experience.

- * **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.