

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PROJECT ASSISTANT - 1750

DEFINITION:

Under general supervision, to assist in the coordination of the 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;
- Prepares, reviews, and evaluates cost estimates, drawings, designs, and specifications;
- Utilizes advanced computer-aided and drafting software (CADD);
- Provides computer-aided design support to staff;
- Assists Project Officers on construction projects;
- Manages project schedules;
- Manages consultant contracts and makes community presentations;
- Coordinates the acquisition of permits and regulatory approvals for the City's construction projects;
- Acts as technical liaison with various regulators;
- Tracks compliance requirements for facility construction and operational permits;
- Reviews the issuance of discretionary permits on public facilities;
- Develops facilities financing plans for public facilities;
- Prepares and reviews documents, plans and blueprints, specifications, and contract awards;
- May coordinate minor construction projects;
- Meets with citizen groups, City officials, other agencies, contractors, and professional experts;
- Performs on-site inspections;
- Creates and/or modifies project alignments or maps in a Geographic Information System (GIS) application;
- Supervises and reviews the work of drafting staff;
- 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 Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

* **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.

A Bachelor's degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter units), **OR** Engineer-in-Training (EIT) Certificate issued by a state licensing board, **OR** four additional years of full-time professional-level or subprofessional-level engineering or drafting experience, typically under the direction of a professional engineer, architect, or land surveyor. Qualifying professional-level or subprofessional-level engineering or drafting experience must be in at least one of the following areas: preparation of construction plans and specification; reviewing engineering plans and drawings or inspecting construction sites for facilities to verify conditions as represented in construction or final plans and maps; making precise distance and elevation measurements and keeping field notes; collecting, interpreting, and analyzing engineering data; researching existing pipelines as-builts, right-of-way's, and easements; or preparing engineering documents utilizing GIS and/or CADD software; **AND** two years of full-time professional-level commercial, industrial, governmental, park construction, or large-scale residential construction project management experience. Qualifying experience must include one of the following: preparing and reviewing contract documents; planning, coordinating, estimating, and scheduling construction projects; or designing or inspecting construction projects.