

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PROJECT OFFICER I

DEFINITION:

Under direction, to assist in the coordination, planning, design, construction, and operation of City projects; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Directs specific architectural construction projects of average size and difficulty;
- Assists a Project Officer II on major construction;
- Prepares contract documents and specifications;
- Estimates construction costs and time requirements;
- Exercises functional supervision of professional and subprofessional personnel;
- Prepares reports on projects;
- May inspect a specific phase 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** three 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 up to 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.