

Department: Highway  
Classification: Competitive  
Grade: 6 M/C

SPEC DISK C1  
DOCUMENT 91

## **ASSISTANT PROJECT MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing a wide range of technical work including the application of standard engineering principles and practices to a variety of public works engineering projects and assignments. The position involves significant responsibility for planning and coordinating activities of engineering teams, construction crews, contractors and vendors. Assists in the development of work programs and schedules for effective and productive use of County resources. The work is performed under the general supervision of the DPW Superintendent with leeway allowed for the use of independent judgement according to established procedures and policies. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Assists in planning and design of Capital Projects, then assists in the supervision of the scheduling, maintenance, repair and construction of County Capital Projects programs including highways, bridges and buildings;  
Provides specialized technical work assisting in the coordination of capital construction projects in compliance with established specifications, within the schedule and budget limitations;  
Assists in the management of roadway, bridge, building and Federal Aid projects including administration of engineering and construction contracts;  
Assists other engineering staff in the performance of survey work, locating rights-of-way and property boundaries, establishing proper grades and alignments;  
Assists in the preparation of contract documents for proposed engineering projects plans, including design, plans, specifications, cost estimates and construction schedules;  
Calculates and orders materials and recommends work crew size and schedule;  
Monitors progression and quality of planned improvements;  
Inspects construction projects to ensure compliance with plans and specifications;  
Assists in the preparation and processing of permit application and requests, and maintains a variety of records, reports and statistics;  
Responsible for interdepartmental communications and advancement of shared services, and develops, implements and monitors departmental programs and policies.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough working knowledge in the maintenance and operation of roadway, bridge and building systems; Requires demonstrated ability to develop and manage multi-faceted construction projects, budgets, and employees, and apply engineering practices as well as federal, state and local regulations; Proficiency in windows-based computer system; Comprehensive knowledge of the principles and practices of modern construction methods and techniques; Ability to plan, organize and coordinate activities on a large scale; Ability to provide accurate construction estimates and schedules; Good knowledge of the principles, practices and techniques of construction project management; Strong written and verbal communication skills, professional appearance, tactful, courteous and the ability to develop and maintain effective working relationships and to communicate effectively with a diverse staff of executives, employees, and public officials, Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a

Bachelor's degree in civil engineering, construction management or closely related field and one (1) year of experience in civil engineering technology or construction management; or

- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in civil engineering or closely related field and three (3) years of experience in civil engineering technology or construction management; or
- (c) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience in civil engineering technology or construction management; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

**SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS:**

Candidates must possess and maintain appropriate New York State driver's license.

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