

CLASSIFICATION ADDENDUM

Job Title: Design and Construction Coordinator

Classification Specification: Technical Analyst

Barg Unit: OPE

Pay Grade: C44

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Design and Construction Coordinator performs oversight and coordination of the various phases of design/planning and implementation of multiple construction projects; performs scheduling, budgeting and budget forecasting, cost control, contracting, procurement, inspections/monitoring, construction bid and contracting processes, consultant and contractor management. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of architecture, civil engineering, and construction management or related, with experience that includes managing infrastructure design and construction projects.

Licensing Requirements:

- Registration as a Professional Engineer in the State of Oregon may substitute for some of the required years of experience.

Knowledge:

- Principles, methods, common materials, practices and procedures as related to planning, design, monitoring, and construction of Public Works facilities;
- Principles and practices of contract management and construction project management;
- State and local rules and regulations and other laws and codes governing installation of public work facilities;
- Construction project budgeting, cost forecasting, cost control and reporting;
- Materials, tools, and equipment commonly used in construction, remodeling, renovation of
- Operating practices of construction, engineering and architectural firms.

Skills: *(Demonstrated skill in performing the following)*

- Performing field observations safely at sites in various stages of construction;
- Managing budget and cost accounting for assigned projects;
- Assessing and reporting contract compliance and product/service quality;
- Prioritizing and scheduling multiple construction projects and solving construction problems;
- Reading, understanding and interpreting public works plans, specifications and contract documents.

Qualification For Grade Progression: N/A

Physical Requirements Addendum

Medium Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

The principal duties of this class are performed in a general office environment and in the field. The incumbent will be required to conduct field observations safely at sites that are in various stages of construction, and may require walking on uneven terrain, and climbing ladders and scaffolding.

Addendum History

Created: 2012.01



TECHNICAL ANALYST

Classification Specification

City of Springfield, Oregon

A classification specification defines the general character and scope of responsibilities of all positions within a job classification. This description does not list every duty for a given position; specific position assignments will vary depending on business needs.

General Information	
Classification Title	Technical Analyst
Classification Code:	TCHANL
Effective Date:	7/1/2011
Pay Grade:	C42-C44
FLSA Status:	Exempt

Classification Summary

The Technical Analyst is a broad classification that encompasses incumbents engaged in a wide range of professional and technical engineering, environmental, information technology, and construction management duties in support of the City's Public Works and Information Technology departments. Responsibilities will vary in accordance with assigned area of responsibility, but will could include; conducting special studies, analyses and evaluation of issues; reviewing plans and permit issues; designing and implementing networking solutions; inspecting and implementing special projects, etc.

Following are descriptions of the competency levels:

Contributing –Knows fundamental concepts, practices and procedures of assigned field; work is routine and instructions are usually detailed; little evaluation, originality or ingenuity is required.

Journey Level –Knows and applies fundamental concepts, practices and procedures of a particular field of specialization; performs work that is varied and may be somewhat difficult in nature; moderate levels of evaluation, originality or ingenuity is required; may assist with evaluating progress and recommending major changes in procedures.

Advanced/Lead Level –Possesses and applies a broad knowledge of principles, practices and procedures of a particular field to the completion of difficult assignments; and may provide supervision to lower level staff; assignments are broad in nature, generally requiring a high level of ingenuity and originality; has appreciable latitude for un-reviewed actions and/or decisions; evaluates progress and results and recommends major changes in procedures.

Distinguishing Characteristics

- This is the second level in the technical series.
- This is a professional level classification.
- Technical Analysts make process decisions and decide how to best achieve the objectives, standards or guidelines established at higher levels.
- May include lead responsibilities for lower level staff.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

1	Performs analysis and evaluation pertinent to issues relevant to area of responsibility, which includes: researching; reviewing plans, permits, other specifications; data development and integration; determining and raising pertinent issues; designing and implementing solutions; summarizing findings.
2	Designs and/or manages special studies and projects, which includes: publicizing projects; monitoring budget; establishing and monitoring timelines; ensuring compliance with applicable regulations, specifications, and/or requirements; preparing related reports; and performing other related duties.
3	Maintains necessary records; reporting requirements; and/or systems.
4	Prepares a variety of reports summarizing project, study, and program data; analyzes related data and makes recommendations based on findings.
5	Leads development and integration efforts; designs and implements relevant solutions.
6	Designs, implements, and maintains the performance of assigned databases.
7	Ensures compliance with applicable Federal, State, and Local laws, rules, regulations, and policies.
8	May provide lead direction in the form of technical and functional supervision for lower level staff.
9	Actively supports an inclusive and respectful work environment.
10	Performs other duties of a similar nature or level.

Qualifications

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

Bachelors Degree in a related field; and sufficient experience as necessitated by the competency level of the position.

- Contributing Level: 0-2 years of professional experience related to area of assignment.
- Journey Level: 2-5 years of progressively responsible professional experience related to area of assignment.
- Advanced/Lead Level: 5-8 years of progressively responsible professional experience related to area of assignment.
- Specialized knowledge specific to area of assignment may be required.

Licensing and/or Certification Requirements:

- Based upon assignment, specified licenses and/or certifications may be required.
- Valid Oregon drivers license at time of appointment, depending on area of assignment.

Knowledge Required:

- Interpret and implement methods, practices, policies and procedures relevant to assigned area;
- Computer applications and other systems related to assigned area;
- Resource allocation principles;
- Public relations principles;
- Modern office methods and practices;
- Project management principles;
- Research; data gathering and report writing techniques;
- Practical application of science and technology to area of responsibility;
- Principles, techniques, procedures, and equipment relevant to technical area;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Inclusive and respectful work place practices.

Qualifications

Skills Required: *(Demonstrated skill in performing the following)*

- Developing and maintaining respectful and inclusive work relationships;
- Performing assigned duties in a safe manner;
- Managing projects; assigning and monitoring the work of others, as required;
- Conducting research; preparing reports;
- Use of mathematics and applicable scientific rules and methods to solve problems;
- Analyzing and identification of complex problems or needs; reviewing related information to develop and implement necessary systems, equipment, or other solutions;
- Interpreting and applying applicable laws, rules, regulations, standards, and guidelines;
- Demonstrating use of discretion and independent judgment;
- Using computers, databases, and related hardware and software applications to perform duties of position;
- Communication, interpersonal skills as applied to interaction with coworkers, management, the general public, etc. sufficient to exchange or convey information and to receive work direction; and to coordinate services with other agencies and departments;
- Working effectively with clients, co-workers, employees and supervisors from diverse backgrounds.

Physical Requirements

Position may be sedentary or light work depending on assignment.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subject to travel.

Classification History

2009.06 – Draft prepared by Fox Lawson & Associates, LLC (CC)

2010.11 – Revisions by HR

2011.07 – Adopted