

TOWN OF CANTON

TITLE: Project Administrator
DEPARTMENT: CAO

CLASS: Exempt
DATE: November 18, 2009

POSITION DESCRIPTION

The Project Administrator plans, organizes and directs activities in the construction, care, maintenance and repair of all Town infrastructures, including facilities, grounds and roads. The Project Administrator advises the Permanent Municipal Building Committee (PMBC) or other appointed Building Committees on renovation, design and construction of Town facilities. The Project Administrator works closely with the Public Works Department to coordinate the efficient use of town resources to successfully complete capital projects.

This is a professional position that requires an individual to work with independence and limited supervision. This position involves technical review of bid documents, contracts and building plans.

SUPERVISION RECEIVED

The Project Administrator works under the supervision of the Chief Administrative Officer.

ESSENTIAL JOB FUNCTIONS (EXAMPLES)

- Develop program statements, preliminary cost estimates and related information for renovations, new construction, road maintenance and similar projects.
- Inspect projects on a regular basis to assure that work being performed is as expected.
- Monitor projects as to schedule and cost and prepare related reports.
- Plan, organize and manage overall maintenance, repairs and capital planning for all Town owned infrastructures including facilities, grounds and roads.
- Confer with specialists on energy conservation programs and techniques for Town facilities and recommends operating methods and equipment to maximize cost savings and service quality.
- Assist CAO in developing maintenance and capital budgets; monitor expenditures; prepare contract specifications; negotiate and administer service and construction agreements for maintenance and alteration of Town infrastructure and services.
- Create and implement long term capital project plans for the Town.
- Develop and implement policies, procedures, and processes to ensure efficient, and fiscally responsible purchasing practices.
- Provide oversight and management of all capital projects to ensure timely and cost effective product delivery.
- Oversee the administration of multiple contracts for the operation and maintenance of Town infrastructure.
- Monitor and inspect buildings and facilities for maintenance; monitor for compliance with codes and regulations.
- Recommend, coordinate, and/or direct the appropriate utilization of space and the solution of other facility related issues.
- Prepare grant applications and administer grants, including proper reporting documentation after grant is awarded.

- Manage all administrative and business functions necessary to support the capital planning and construction functions of the Town.
- Perform additional tasks and duties as necessary and/or requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the principals, procedures and practices of facility, grounds and road maintenance operations and public infrastructure management.
- Thorough knowledge of building systems including but not limited to heating, ventilation and air conditioning, electrical, plumbing and technology infrastructure.
- Considerable ability to read and interpret building plans and blueprints and apply knowledge to construction work in the field.
- Ability to communicate effectively in a non-confrontational manner with the general public, elected and appointed officials, regulatory agencies, and other municipal staff.
- Knowledge of laws and regulations related to building management, including but not limited to, building, fire and life safety codes and OSHA regulations.
- Ability to develop clear, concise and comprehensive technical reports, correspondence and/or other written materials.
- Ability to deal effectively with, establish and maintain effective working relationship with land use commission and or agencies, general public, town officials, staff, private and community organizations, developers and others encountered in the course of work.
- Capability to follow established procedures and priorities, meet deadlines and maintain quality of work in a multi-tasking environment.
- Ability to communicate effectively, both orally and in writing.
- Ability to present technical information in a clear, concise manner to non-technically oriented persons.
- Proficient with word processing, presentation, spreadsheet and e-mail software.
- Commitment to excellence in customer service.
- Ability to explain, in general, code and regulatory information to the public in a clear and concise manner.
- Ability to develop clear, concise and comprehensive technical reports, correspondence and/or other written materials.
- Ability to develop, implement and monitor an annual budget.
- Ability to exercise sound judgment within general policy guidelines.
- Ability to interpret and apply regulations, policies and procedures.
- Ability to draft and administer grants

REQUIRED MINIMUM QUALIFICATIONS

The skills and knowledge required would generally be acquired with a Bachelor's degree in construction or facilities management, engineering, public or business administration, or a closely related field and at least six (6) years of increasingly responsible experience in management of public and/or private infrastructure, with at least four (4) years of increasingly responsible supervisory experience. A professional engineering license preferred and Project Management Institute Certification helpful. An equivalent combination of education and experience may be substituted for the minimum qualifications contained herein.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- Requires the ability to sit at a desk or to stand and work continuously for extended periods of time.
- Requires full range of body motions, manual and finger dexterity and eye and hand coordination.
- May require additional hours beyond regularly scheduled work day to meet cyclical workload.
- Ability to observe and interpret situations; read and interpret data, information and documents.
- Ability to analyze and solve problems; use math and mathematical reasoning.
- Ability to lift up to 35 pounds necessary to move office files or equipment or for presentation at public meetings.
- Works in office setting subject to continuous interruptions and background noises.
- Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard.
- Ability to work under stress from contact with public, demanding deadlines and changing priorities and conditions.
- Ability to work varied hours/ days/ night meetings to complete functions.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to move throughout the Town Hall and other Town buildings and sites.
- Ability to get into and out of an automobile.
- Ability to see objects closely as in reading a map.
- Ability to remember multiple task/assignments given to self and others over long periods of time.
- Ability to work in poor weather conditions, including heat, cold, rain, or snow.
- Must be able to walk on rough terrain to inspect undeveloped properties and sites that are rough and uneven due to ongoing construction.
- There is on-the-job stress; especially regarding public meetings, meeting report deadlines, working in an office with continuous interruptions, and subsequent enforcement responsibilities.
- Ability to observe and interpret situations, read and interpret data, information and documents.
- Ability to talk and hear, both in person and by telephone.

WORKING CONDITIONS

The work environment characteristics described here are representative of those employees encounter while performing essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate. While performing duties of the job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions or airborne particles. Business travel may be required. The employee will be required to provide his/ her own transportation.

LICENSE OR CERTIFICATE

Must possess a valid driver's license.

Note: The above description is illustrative only. It is not meant to be all-inclusive.

I understand that nothing in this position description restricts the town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this documents and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date