

PUBLIC WORKS PROJECTS SPECIALISTDEFINITION

Under general supervision, performs research, collects data to develop and implement Public Works projects.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Assesses neighborhoods for removal, replacement and maintenance of trees; researches, develops, updates and presents instructional materials to the community regarding the City's tree management program; develops and implements a variety of neighborhood tree care projects; keeps updated on current knowledge needed to maintain a computerized tree management system and is the key liaison person with the contractor of the system; prepares requests for Environmental and Transportation Advisory Committee (ETAC) action items and makes presentations regarding those items to ETAC; obtains right-of entry permits from property owners when necessary to complete capital improvement projects; researches appropriate grants and prepares grant applications for submittal; monitors grants for compliance; develops and implements programs to reduce graffiti, including gathering data and preparing reports regarding the Graffiti Removal Prevention and Incentive Program; communicates with residents about proposed tree maintenance, removals and replantings; communicates with residents about capital improvement construction projects, explaining project scope and timeliness; acts as liaison between residents and contractors or appropriate City staff. Generates reports, correspondence, spreadsheets and other necessary documents using current relevant software applications. Performs related functions as required.

DISTINGUISHING FEATURES OF THE CLASS

Incumbents in this skilled classification perform duties requiring some skills in writing effectively, and in project management procedures and processes. Public Works Project Specialists perform responsible research and data collection tasks and work with a great deal of autonomy. They report to a division manager.

RECOMMENDED MINIMUM QUALIFICATIONS

Two years of increasingly responsible experience in Public Works projects, project development, public relations or tree management services; or any equivalent combination of experience and training which provides the following knowledge and abilities:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: principles and practices of organization and project development methods used in Public Works and preservation of neighborhoods; general principles and approaches to residential development; tree management systems; municipal codes and ordinances; the City's development process; effective grant writing; English grammar, punctuation and syntax for effective report and grant writing; techniques of grant writing; current relevant software applications such as Word and Excel; techniques and methods used in the preparation and dissemination of information to the public write clear, concise and instructive informational materials.

Ability to: perform independent research on a variety of urban planning subjects related to Public Works projects; understand local community problems and determine feasible solutions; organize and formulate consensus from community meetings; prepare comprehensive and concise reports of a technical and evaluative nature; read, interpret and evaluate construction plans and specifications; determine rough estimates of cost for Public Works projects; make presentations to community groups, committees, and the like; establish effective working relationships with property owners, civic groups, other departments, coworkers and general public; use tact and good judgment in contacts with the public in a culturally diverse community.

SPECIAL REQUIREMENTS

Must possess and retain a valid California Class C Driver's License as a condition of employment.

SPECIAL WORKING CONDITIONS

Must be willing and able to work irregular hours, including evenings, weekends and holidays as needed.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is a customer-oriented individual who will be able to find an appropriate balance between community demands, city code limits and city resources. This effective problem solver will be well-organized and creative in identification of resources and solutions. The appropriate individual utilizes good judgment, tact and diplomacy when interacting with the public.

Class title established per Council Resolution No. 96-011,
effective 2-1-96

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