

## ASSISTANT PROJECTS MANAGER

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class serves as the Senior Project Manager's representative on all county construction projects, including in-house projects and those executed by private contractors. The position is also responsible for assisting in the coordination of building security systems, computerized climate control systems and preventative maintenance contract compliance. Supervision is received from the Senior Projects Manager, Maintenance Coordinator and Commissioner of Buildings & Grounds. Supervision and inspection is exercised over the work of others engaged in functions related to projects construction and building maintenance and building maintenance contracts.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following as well as other related activities not described.

Inspects work in progress to ensure that the work is being performed according to code, timetables, plans and specifications, and identifies and reports on deficiencies;

Assists in the drafting of plans and specifications;

Inspects construction materials in order to ensure that they meet specifications; and identifies and reports on deficiencies;

Provides recommendations for revision of specifications or schedules in order to meet existing needs;

Inspects projects and reports on same;

Responds to any fire, burglar or environmental alarms that occur on county property;

Assists Senior Projects Manager in designing, instructing, monitoring, reviewing and maintaining alarm codes, security passes and system inter-connections between security and building computerized systems;

Assists the Senior Projects Manager in maintaining building access systems, including distribution and maintenance of key distribution list, as well as corresponding security system codes and their correlation;

Assists in maintaining computerized temperature control systems operation for county buildings, and programming of same, as well as engineering of approval of new systems;

Helps supervise a preventative maintenance program for all mechanical components of completed county buildings and ensures that service contracts are properly executed;

Assists in instructing necessary county personnel in use of computerized temperature control systems;

Helps provide analysis of departmental needs, planning for interdepartmental activities, including but not limited to moves and scheduling of non-construction aspects of same;

Helps provide computer expertise on various computer systems and programs utilized in building construction and maintenance to departmental staff:

Maintains records;

Reviews vouchers from contractors prior to submission for payment to ensure they are accurate;

Attends meetings as necessary and as directed.

**FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of modern building construction materials, methods and equipment; good knowledge of commercial building heating, ventilation, air balance and air conditioning systems and the ability to trouble-shoot same; good knowledge of electrical systems; good knowledge of various computer systems and programs utilized in building construction and maintenance; good knowledge of spreadsheet, database and word processing programs; working knowledge of AutoCad® or other computerized drafting programs; ability to read, understand and interpret plans, specifications and blueprints; ability to carry out oral and written directions; ability to become familiar with computer networking systems; ability to present ideas clearly, both orally and in writing; ability to train personnel on use of various computer-controlled systems; ability to solve construction related problems; ability to deal effectively with and secure the cooperation of others; resourcefulness in the solution of administrative problems; reliability; sound judgement; tact; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's Degree in Engineering, Architecture or related field and two (2) years of responsible supervisory experience in the construction of large projects, institutional buildings or related work; OR
- B. High school graduation and six (6) years of construction, building maintenance or building trade experience, at least four (4) years of which must have been responsible supervisory experience in the construction of large projects, institutional buildings or related work; OR
- C. An equivalent combination of training and experience as indicated in A and B above.

ULSTER COUNTY  
0455 AST PGJ MR  
Classification: Competitive  
Grade: 15  
Union: CSEA

Adopted: December 14, 1999