



# Marion County Board of County Commissioners

## POSITION DESCRIPTION

*To be successful in this position, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### PROJECT ASSISTANT

**Department:** Parks & Recreation  
**Pay Grade:** 107 - 110  
**FLSA Status:** Non-Exempt  
**Job Class:** 2118  
**Risk Code:** 8810

#### JOB SUMMARY

Responsible for performing technical work assignments for various projects for the Parks & Recreation Department.

#### ESSENTIAL JOB FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief to equalize peak work periods or otherwise to balance the work load.

#### PROJECT ASSISTANT I & II

- Assists with assigned projects.
- Researches and prepares supporting documents for projects related to facilities planning, development, and management for county projects.
- Completes sets of construction drawings, presentations, drafting and other visual aids using a wide array of digital and analog media for project support and public education.
- Prepares plans, maps, and illustrations for GIS-related presentations.
- Works on in-house capital projects as a team member with other county departments and works with representatives from those.
- Performs field review and inspection of assigned projects.
- Assists in the preparation of requisitions, change order documentation, and keeps track of budget and payments for various projects.
- Coordinates with consultants and contractors during the design development and construction phases of projects.
- Assists with monitoring of capital improvement plans, cost analyses, and project budgets and prepares reports as needed.

- Actively participates in the coordination and the preparation and supervision of preliminary and final design of assigned projects.
- Participates in the preparation, review, and approval of bid specifications, addendums, and change orders. Ensures compliance with all change orders as directed.
- Manages all construction files and records, keeping accurate and detailed project folders on each project, to include contracts, requests for information, permits, draw requests, change orders, etc.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

**PROJECT COORIDNATOR** - Includes all duties and functions of Project Assistant I & II plus:

- Assists Landscape Architect and Operations Manager with the coordination of projects to all team members to keep workflow on track.
- Provides project oversight and coordination on-site for projects, ensuring adherence to all contractual agreements, project specifications, rules, and related regulatory standards and guidelines.
- Conducts pre-bid and pre-construction conferences; conducts meetings with contractors, consultants, and staff for review, analysis and management purposes.
- Prepares capital project plans, cost analyses, project budgets and recommendations regarding bid, contract, project documentation.

**SECONDARY FUNCTIONS**

- Immediately reports any dangerous or unsafe condition.
- Performs other duties as assigned.

**SUPERVISION**

**PROJECT ASSISTANT I**

- No supervisory responsibility and oversight of daily operations.

**PROJECT ASSISTANT II**

- Assists with supervisory responsibility and oversight of temporary workers, interns and/or volunteers.

**PROJECT COORDINATOR**

- Requires supervisory responsibility and oversight of temporary workers, interns and/or volunteers. Supervisor in absence of Parks Designer.

**QUALIFICATIONS**

<b>Requirements</b>	<b>Project Assistant I</b>	<b>Project Assistant II</b>	<b>Project Coordinator</b>
Education	HS/GED Preferred	AA Degree Preferred	AA Degree Preferred
Experience	1 Year in Planning, Design, Engineering, Construction or related field	3 years as a Project Assistant I or: 3 Years in Planning, Design, Engineering, Construction or related field	5 years as a Project Assistant II or: 5 Years in Planning, Design, Engineering, Construction or related field
Supervisory Experience	None	50+ hrs. Mentoring Program 50+ hrs. Project Supervision (Within 1 year of hire)  <b>Equivalent Supervisory or Leadership training may be substituted for Mentoring Program or Supervisory Experience.</b>	100+ hrs. Mentoring Program 100+ hrs. Project Supervision (Within 1 year of hire)  <b>Equivalent Supervisory or Leadership training may be substituted for Mentoring Program or Supervisory Experience.</b>
Licenses and Certifications	<b>Licenses:</b> Valid Florida DL  <b>Certifications:</b> AutoCAD Level I (Within 6 months of hire)	<b>Licenses:</b> Valid Florida DL  <b>Certifications:</b> All required certifications of Project Assistant I plus the following: <ul style="list-style-type: none"> <li>• AutoCAD Level II</li> <li>• ArcMap Pro</li> </ul> (Within 1 year of hire)  <b>Higher education in a related field may be substituted for certifications.</b>	<b>Licenses:</b> Valid Florida DL  <b>Certifications:</b> All required certifications of Project Assistant II plus the following: <ul style="list-style-type: none"> <li>• Project Management Professional (PMP)</li> </ul> (Within 1 year of hire)  <b>Higher education in a related field may be substituted for certifications.</b>
Training	Completion of all County and Department required training within one year of hire.	Completion of all County and Department required training within one year of hire plus: <ul style="list-style-type: none"> <li>• Strategic Hiring Process</li> </ul> (Within 6 months of hire)	Completion of all County and Department required training within one year of hire plus: <ul style="list-style-type: none"> <li>• New Supervisor</li> </ul> (Within 6 months of hire)
Pay Grade	107	108	110

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents, and current legislative issues.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to develop plan, policies, specifications, and programs continually.
- Ability to function independently as an expert in matters of specialized code, rules, policy, analyses, advanced budgetary, accounting systems, or complex scientific or technical systems.
- Knowledge of planning, landscape architecture, and engineering principles and practices along with familiarity of the principles of site development.
- Knowledge of descriptive statistics and principles and application of statistical inference.
- Knowledge of the County codes and regulations pertaining to planning, zoning, and community development.
- Knowledge of computers, including word processors and spreadsheet applications.
- Knowledge of pertinent GIS and AutoCAD software.
- Skills in organization and task prioritization.
- Ability to read maps with intricate markings, land use surveys, and judge distance.
- Ability to interpret legal descriptions, maps, aerial photography, remote sensing data, and site plans.
- Ability to read and interpret technical written and graphically presented material.
- Ability to read text, identify themes, make inferences, and draw conclusions which accurately reflect the material.
- Ability to analyze various kinds of data and other research information.
- Ability to effectively organize, supervise and carry out projects.
- Ability to establish and maintain effective working relationships with associates, subordinates, government officials, representatives of other agencies, and the general public.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

#### **MACHINES AND EQUIPMENT**

Employees will be required to operate a computer, calculator, telephone, fax machine, copy machine, laminating machine, and other general office equipment. Ability to competently drive a vehicle. When applicable to functional area of assignment, employees must use light grounds maintenance and custodial equipment.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee must have the ability to frequently walk, stand, climb, stoop, reach, and bend. Have good finger/hand dexterity and hand/eye coordination. The ability to lift up to fifty pounds and occasionally one hundred pounds or more.

**WORK ENVIRONMENT**

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to moving mechanical parts, toxic or caustic chemicals, and risk of electrical shock; and will regularly be exposed to outdoor weather conditions.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

***E.O.E.*** Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.