

## HIDALGO COUNTY FACILITIES MANAGEMENT DEPARTMENT

<b>Job Title:</b> Assistant Project Manager	<b>FLSA Status:</b> Non-Exempt
<b>Dept No:</b> 220-001	<b>Service Status:</b> Non-Exempt

### SUMMARY:

Assists Project Manager responsible for the coordination and completion of construction projects. Assists in overseeing all aspects of projects also assists the Project Manager in setting deadlines, assigning responsibilities, monitoring and summarizing progress of projects. Assists in preparing reports for upper management regarding status of projects.

### QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities;

### EDUCATION and/or EXPERIENCE

- Requires a bachelor's degree and;
- At least five (5) years of experience in the field or in a related area.
- Familiar with a variety of the field's concepts, practices, and procedures to include; electrical, plumbing, HVAC, carpentry, ect.

### RESPONSIBILITIES:

- Assists in being accountable for overall performance and delivery of defined scope(s) of work as indicated by customer satisfaction, quality of products and/or service provided, level of profitability attained and other such measures as may be designated.
- Assists in serving as a customer contact and assist in managing overall company customer interface relationships for defined scope(s) of work to ensure responsiveness to customer needs and effective professional conduct.
- Assists in providing functional and technical guidelines to consulting staff and management. Assists in performing as a project lead on advanced specialized projects or in resolution of technical problems that would critically impact performance, schedule or cost.
- Assists in developing project schedules and documentation; assists in defining and assigning work to consulting assigned to projects; assist in monitoring and controlling work in progress for technical adequacy; and assists in providing active assistance to meet schedules or resolve complex technical or customer requirements.
- Assist in reporting progress to appropriate levels of management and customers.

- Assists in mentoring and coaching assigned personnel to enhance performance and encourage professional development.
- Assists in working with client executives to facilitate organizational change programs and realize business goals.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Employee must have a current valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's Insurance carrier;

**OTHER SKILLS AND ABILITIES**

- Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Assists the Project Manager in leading and directing the work of others.
- A wide degree of creativity and latitude is expected. Typically reports to a project manager or head of unit/director.
- Employee may be assigned other duties; duties may change according to the changing needs of the County;

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job;

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel;

The employee must occasionally lift and/or move over fifty (50) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus;

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;

The noise level in the work environment is usually moderate;

**SAFETY REQUIREMENTS:**

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- sitting for extended periods of time;
- operating assigned equipment;

Maintain mental capacity, which permits:

- making sound decisions and using good judgment;
- handling financial affairs effectively and honestly;

- maintaining confidentiality;
- demonstrating intellectual capabilities;

Effectively handle a work environment and conditions, which involve:

- working closely with others;
- working in a multi-task environment;

Maintain effective audio-visual discrimination and perception needed for:

- making observations;
- reading and writing;
- operating assigned equipment;
- communicating with others;

**ACCIDENT PREVENTION PROGRAM:**

Required to follow all departments' safety regulations: