



**Code: 5633**

Family: Technical Engineering

Service: Operation and Construction Service

Group: Engineering, Designing and Structural Group

Series: Civil Engineering

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## **CLASS TITLE: PROJECT DIRECTOR**

### **CHARACTERISTICS OF THE CLASS**

Under direction, the class manages the planning, design and administration of major transportation, capital and public works projects, and performs related duties as required

Occupants in this class title are primarily allocated to the Departments of Transportation, Assets, Information, and Services and the Office of the Inspector General

### **ESSENTIAL DUTIES**

- Directs a multi-disciplinary project team responsible for the oversight of various large-scale construction, capital, and facility maintenance projects
- Directs projects from conceptualization through completion working with various engineering, architectural, and design teams to ensure construction compliance with City, federal and state requirements, and procedures
- Directs the training and evaluation of employees; prepares work schedules and assignments; determines work priorities; and administers disciplinary actions as required
- Conducts site visits to monitor and evaluate construction projects ensuring adherence to specifications and progress plans
- Communicates and coordinates with stakeholders (e.g., public, agencies, firms, etc.)
- Directs the development of project control plans and procedures for construction projects
- Manages projects performance and safety metrics
- Manages a portfolio of projects providing recommendations to division management on selection, performance, design features to ensure optimization of portfolio
- Directs the development of required budgetary, construction, procurement and comprehensive project plan reports
- Directs the work of staff responsible for ensuring appropriate permits are secured in a timely manner
- Participates in Request for Proposal (RFP) and Request for Qualification (RFQ) process coordinating with the Department of Procurement Services
- Manages the completion of construction projects in accordance with project plans, scope, schedule, budget, quality, and City, state, and federal regulations and requirements

### **Office of the Inspector General**

- Supervises a team of investigators and forensic audit investigators responsible for investigating and auditing allegations of criminal wrongdoing, fraud, abuse, conflicts of interests and corruption within City of Chicago construction programs
- Attends preconstruction and construction related meetings with contractors, project managers and related parties
- Coordinates with other City departments in special projects and committees which impact Citywide operations
- Acts as a liaison and directs the work of various integrity monitors overseeing major construction projects

- Track and analyzes invoices, change orders, estimates, material purchases, and other construction related records
- Reviews and approves detailed reports of complex investigations and special projects conducted, including detailed analysis and findings, and makes disciplinary recommendations
- Participates in inter-governmental task forces and coordinates special projects and initiatives
- Reviews and analyzes certified payrolls
- Reviews and analyzes cost and schedule analyses
- Monitors on-site installations, construction activity and equipment
- Develops and conducts training to proactively prevent construction fraud, waste, and abuse

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Engineering, Architecture, Planning, Construction Management, Business Administration, Public Administration, Planning or a directly related degree, plus five years of experience in the planning, design and construction of public works projects of which three years are in a supervisory role related to the responsibilities of the position, or an equivalent combination of training and experience, provided the minimum degree requirement is met

### **Licensure, Certification, or Other Qualifications**

- None

## **WORKING CONDITIONS**

- General office environment
- Exposure to outdoor weather conditions

## **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)
- Safety equipment

## **PHYSICAL REQUIREMENTS**

- Ability to inspect construction sites

## **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

### **Knowledge**

Comprehensive knowledge of:

- \*project management methods, practices, and procedures
- \*engineering, architecture, construction and/or planning principles and practices
- \*principles of capital improvement program budgeting, cost estimation, and administration

- \*methods and techniques utilized in the planning, scheduling and funding of transportation, construction, and public works projects
- \*advanced mathematical principles
- \*construction methods, materials and equipment
- \*infrastructure systems, project costing, monitoring and reporting techniques

Considerable knowledge of:

- \*applicable computer software packages and applications
- \*policy development and implementation methods, practices, and procedures
- \*applicable local, state and federal regulations and requirements
- \*supervisory methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Assistant Project Director class

### **Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- \*MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- \*MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- \*SYSTEMS EVALUATION - Identify measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system

Other skills as required for successful performance in the Assistant Project Director class

### **Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

- **MAKE SENSE OF INFORMATION** - Quickly make sense of, combine, and organize information into meaningful patterns

Other abilities as required for successful performance in the Assistant Project Director class

**Other Work Requirements**

- **PERSISTENCE** - Persist in the face of obstacles on the job
- **LEADERSHIP** - Demonstrate willingness to lead, take charge, and offer opinions and direction
- **ADAPTABILITY/FLEXIBILITY** - Be open to change (positive or negative) and to considerable variety in the workplace
- **DEPENDABILITY** - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- **ATTENTION TO DETAIL** - Pay careful attention to detail and thoroughness in completing work
- **INNOVATION** - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- **ANALYTICAL THINKING** - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Assistant Project Director class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
April, 2022