

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**PROJECT OFFICER I – 1751**

**DEFINITION:**

Under direction, to assist in the coordination, planning, design, construction, and operation of City projects; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Directs specific architectural construction projects of average size and difficulty;
- Assists a Project Officer II on major construction;
- Prepares contract documents and specifications;
- Estimates construction costs and time requirements;
- Exercises functional supervision of professional and subprofessional personnel;
- May supervise support staff;
- Prepares reports on projects;
- May inspect a specific phase of a project.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's Degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter units); **AND** three years of full-time commercial, industrial, governmental, park construction, or large scale residential construction project management experience, which must include both of the following: preparing and reviewing contract documents; and planning, coordinating, estimating, scheduling, and inspecting construction projects.

- \* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**