

Title: Pavement Management Coordinator
PG: 49
Status: Civil Service
Position Reports to: Supervisor of Maintenance
Department: Public Works

Class Code: 8025
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is coordination work in the direction of activities in the Public Works Department's Construction & Maintenance Division. The Pavement Management Coordinator is responsible for the planning, scheduling, coordinating and directing the division's activities in the area of street, alley, parking lot, maintenance and repair of pavement. A significant degree of initiative and independent judgement must be used in the Pavement Management section and in the application of City policies. Work is performed under the administrative direction of the Supervisor of Maintenance who reviews and evaluates performance through conferences, reports and periodic field inspections.

ESSENTIAL FUNCTIONS

1. Assists in the coordination of the Pavement Management System for the Construction & Maintenance Division.
2. Develops paving plans using computer software and responsible maintaining the City of Lakeland Road Inventory.
3. Develops City of Lakeland Mileage Report to be submitted to State of Florida Mileage Report
4. Assists in the administration and management of departmental activities in the areas of assigned responsibility; processes requests from the public; investigates and resolves complaints.
5. Assists in the coordination of inter-division activities and joint projects insures coordination of Pavement activities with state and county governmental agencies and with other City departments in areas of mutual interest.
6. Monitors and Assists in the preparation of the Construction & Maintenance Division pavement budget.
7. Assists in the preparation of specifications for specialized equipment and materials common to that required in areas of responsibility.
8. Supervise and prioritize daily duties and assignments of the striping crew given the changes in daily workload, and delegates' duties to the staff in a manner which insures an equitable distribution of the workload and effective cross-training.
9. Maintains and updates the project tracking and work order system using computer programs.

ADDITIONAL RESPONSIBILITIES:

1. Supervises the Inspection and approval of permitted residential driveways using the work order system to track the inspection process.
2. Performs detailed inspections of the City of Lakeland streets, alleys, and parking lots to be input into the pavement management system.

KNOWLEDGE, SKILLS & ABILITIES:

1. Thorough knowledge of modern principles and practices of management as applied to public works activities including maintenance of streets, alleys, parking lots.
2. Thorough knowledge of plans, specifications, materials, methods and techniques utilized in the maintenance of streets, highways, utility and drainage system.
3. Ability to plan, organize, schedule and coordinate large and diverse pavement management projects and activities, and provide for the effective utilization of personnel and resources.
4. Ability to meet deadlines and stay calm under stressful situations.
5. Ability to effectively supervise, interact with, and motivate a group of subordinates possessing diverse personality traits.

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6. Ability to train and evaluate performance of subordinates and to communicate concerns about performance in an encouraging manner.
7. Ability to adhere to standards and procedures and to make independent judgements as to application of established policies or procedures to unforeseen circumstances and resolve problems that may arise during the course of business.
8. Ability to delegate authority and responsibility and to schedule work on a long-term basis.
9. Ability to establish and maintain effective working relationships with other City officials and employees, state and federal engineering agencies and the general public.
10. Ability to communicate effectively both verbally and in writing, to include preparation and presentation of reports to supervisors or administrative staff.
11. Ability to effectively communicate with the public and co-workers in a professional business-like manner.
12. Ability to represent the City and the Public Works Department in a professional, courteous and helpful manner at all times.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, routine keyboard operations.
The job risks exposure to no significant environmental hazards.
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited two (2) year college, in Business Administration or other related discipline.
2. Four (4) years of progressively responsible experience coordinating pavement management type work with at least two (2) years of experience in a responsible supervisory capacity.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Must possess and maintain a valid Intermediate Traffic Control Florida Department of Transportation Certification.
5. Prefer a certification in Asphalt Paving from the Florida Department of Transportation.
6. Completion of City University Level one (1) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.