

Title: Projects Coordinator
PG: 56
Status: Civil Service
Position Reports to: Manager of Engineering
Department: Public Works

Class Code: 2240
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is advanced professional work in the field of civil engineering involving the management and administration of major public works projects. Duties include planning, development and execution of professional services contracts. The position requires considerable initiative and judgment in day to day operations, with important contacts required with the public, officials of other government agencies, contractors and consulting engineers. Decision making on technical engineering problems is a significant part of the position. Work is performed under administrative direction and is reviewed by the Assistant director of Public Works through conferences and reports.

ESSENTIAL FUNCTIONS:

1. Performs functions of planning, organizing, scheduling, budgeting, and coordinating related to project activities; resolves complaints received from the public, on related projects.
2. Reviews roadway construction plans and specifications of consultants for compliance with accepted engineering principles.
3. Coordinates project related activities with Federal, State and County governments and with other City departments.
4. Provides representation at meetings and conferences with consultants and contractors to provide information and resolve problems
5. Attends and presents material on projects to the City Commission, various civic clubs, Chamber of Commerce, and other groups.
6. Coordinates the preparation of legal descriptions for use in the acquisition of easements and right of ways and negotiates acquisition with the property owners.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of the principles and practices of management as applied to projects.
2. Ability to effectively organize, direct and coordinate activities of Federal, State and County agencies, City departments, consultants and contractors in the implementation projects.
3. Ability to prepare, interpret, and utilize engineering plans, specifications, and reports.
4. Ability to interpret and utilize local, state, and federal rules and regulations.
5. Ability to exercise authority and responsibility for scheduling and coordinating work related to capital or special projects.
6. Ability to assimilate, schedule, plan and report budgetary issues relative to projects.
7. Ability to express ideas and to communicate technical information clearly and concisely verbally, and in writing.
8. Ability to establish and maintain effective working relationship with co-workers, Federal, State and County agencies, consultants, contractors, and the general public.

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.

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The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

The job risks exposure to no significant environmental hazards.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with major course work in civil engineering, business, or public administration or related disciplines.
2. Six (6) years of experience in public works project management.
3. An equivalent combination of education and of experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. 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.