

Public Works & Utilities Projects Coordinator - 1041

Primary Reason Why Classification Exists

To document, organize, and administer various processes and activities in public works projects

Distinguishing Features of the Class

An employee in this class serves as the Project Coordinator (PC) with responsibility for the administrative documentation of construction and engineering projects which benefit the City of Newton. Emphasis of the work is on time management, documenting progress to meet milestones, closing out steps in the process, documenting contract terms and conditions, ensuring fees are collected or paid, ensuring team members remain abreast of project status, and other administrative functions. The employee in this class is expected to perform routine but limited interpretation of City and department policies and work without close supervision as part of the project team. The employee would also investigate and resolve general matters on behalf of management as well as represent the City in responding to complaints. This classification also comes into contact with case sensitive and/or proprietary information and occasionally controversial issues affecting the public or other departments. The work is often performed independently with direction and review by the Public Works Director or Project Manager (PM).

Illustrative Tasks and Duties

- Serves as a key project team member and administrative liaison with other departments and regulatory agencies; attend meetings and assist with determination of project and documentation requirements
- Prepares certificates of completion and other related documents; ensures all required project close out documents are obtained
- Provides contract and administrative project management support on various capital improvement projects which may include construction of facilities, renovation and parks, transportation projects, and utility relocations
- Gathers and compiles data; designs and develops databases; makes recommendations for solutions; prepares narrative and statistical reports; prepares visual aids including, maps, tables, graphs, slide shows, exhibits and similar materials to support projects and programs
- Prepare estimates for programs, schedules, contract payments and other purposes for municipal public works, parks and facilities, and utilities projects and programs
- Provides administrative assistance to PM by drafting and issuing project proposals, RFP's, and preliminary schedules; issues contracts, letters of intent, purchase orders, and other project documents at the direction of the PM; prepares projects for bidding and administer construction contracts through the construction phase; ensures construction contract documents include plans and specifications, traffic control plans, submittals and shop drawings
- May assist the PM in the review of contractor bids to ensure fair and objective pricing is recommended for approval from the lowest responsible bidder
- Prepares project organization and communication charts and responsibilities of team members; chairs site meetings and distribute minutes to all project team members
- Uses project scheduling and control tools to monitor plans, work hours, schedules, and budgets and expenditures; tracks contemplated change notices and enters change orders in the database; tracks the progress and quality of work being performed by design

disciplines/trades; ensures PM and project team members remain aware and informed about project status and issues that may impact client relations

- Assist project managers by monitoring expenditures with projects; documents line items based on expenses, coordinates and resolves problems with contractors/engineers to keep within budget, keeps finance informed of project status and of any overages if project is going to exceed budget
- May conduct research and apply for federal, state, and private institutions for grant procurement and administration; identifies, researches, and evaluates grant sources; prepares grant applications and sets up system to monitor grants and contracts
- Prepares articles, brochures, and promotional and educational materials highlighting project objectives and milestones
- Responds to requests and review information about projects undertaken by the City in compliance with the North Carolina public records laws
- Receives time sheets for all staff under the department, reviews for hours of work, leave, overtime, coordinates resolution of problems with supervisor/employees prior to sending to HR for processing

Knowledge, Skills & Abilities

- Considerable knowledge of Microsoft Office products including Microsoft Project
- Knowledge of the purpose and functions of municipal public works and utilities operations, street maintenance, and other governmental services
- Knowledge of the building development/redevelopment industry
- Knowledge of construction methods, terminology, and building codes
- Knowledge of public budgeting and financial records management sufficient to prepare financial estimates for programs, budget transactions, and contract payments
- Knowledge of effective oral and written communication techniques to communicate with others including making public presentations before elected or appointed officials, community groups, and private industries
- Knowledge of the purpose and processes for managing volunteer programs
- Ability to solve problems and develop creative solutions
- Ability to work independently and also in a team based environment
- Ability to adapt to changing work priorities, multi-task, and demonstrate organizational skills
- Ability to interpret complex rules and regulations with project team members
- Ability to communicate effectively, both orally and in writing, with others who have professional disciplines in a variety of career fields
- Ability to work cooperatively with groups and organizations whose members represent diverse ethnic, cultural, and socio-economic backgrounds
- Ability to assess volunteer interests and abilities and assign them accordingly
- Skill in organizing work including the work of others
- Skill in the use of Microsoft Project or other project management software

Physical Demands

Work in this class is generally sedentary. Work requires some light physical activity such as walking, reaching, stooping and repetitive motion of the wrists, hands, and fingers using dexterity in the hands for typing and operation of standard office equipment. Work also includes

the ability to see, hear, talk, and physically move about the office. Visual acuity is necessary to read materials and operate computer terminals and other office equipment. Work may also include visits to construction sites which may entail exposure to various weather conditions and hazardous traffic.

Working Conditions

Work may be performed at various locations but is generally performed in an environmentally controlled office environment

Education and Experience

Graduation from an accredited college or university with a Bachelor's Degree in business or public administration, engineering, planning, human services administration, or a related field and at least 3 - 5 years experience as a project coordinator involving construction management, grants administration, planning and implementing community outreach and public education programs, or an equivalent combination of education, training and/or experience.

Special Requirements

- Valid North Carolina driver's license; may require a Notary Public
- Proficient in MS Project and/or Primavera and the MS Office Suite of products

FLSA Status: Nonexempt (eligible for overtime or equivalent compensatory time at 1½ times the employee's regular weekly rate for all hours worked in excess of 40 hours in the City's official work week and not the employee's work schedule)

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.