



JOB DESCRIPTION

Public Works Project Coordinator

Date Prepared: March 2014

Class Code: 7130

SUMMARY: Under basic supervision, administers the construction of City public works projects; oversees the traffic signal systems program and engineering survey team.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs a variety of public works development and planning activities in support of the City's traffic signal program and engineering survey team
- Investigates and researches development sites, develops cost estimates, designs, plans, and writes specifications for street, sewer, storm drain, frontage improvements, and other miscellaneous improvements within the City's right-of-way; prepares contracts and bid documents; writes and coordinates agreements for engineering design consultants.
- Administers construction contracts; prepares staff reports for City administration and city council; advertises, awards, and manages construction contracts; reviews and approves contract payments and submittals; inspects construction to assess conformance with plans and specifications as needed; coordinates with utility companies and other authorizing agencies to resolve utility conflicts with capital improvement projects.
- Assists in the design of proposed traffic signal plans and upgrades; inspects all new hardware for traffic signal system; designs traffic channelization plans.
- Works closely with the City's traffic signal maintenance contractor to ensure traffic signal system is working safely and effectively; approves monthly billing; bills owners for shared traffic signals.
- Reviews all construction and traffic control plans and generates comments before approval; works closely with public utilities on permits for proposed locations of their new services and mainlines.
- Manages engineering survey team; collects data; measures horizontal and vertical for all proposed capital improvement projects, frontage improvement plans, and miscellaneous tasks.
- Manages annual contracts, RFP's, extensions, and renewals; inspects and approves the monthly billing.
- Processes encroachment permits; accepts permit applications and related submittals, reviews, comments, and/or approves permit submittal and recommends permit approval by the Director; answers general encroachment permit questions.
- Responds to a variety of complaints and inquiries from the general public and provides information regarding property descriptions and utility locations.
- Assists in the review of engineering reports to regional improvement project plans to assess and mitigate potential impacts to City infrastructure.
- Researches, develops, and prepares a variety of technical engineering studies and reports; gathers and interprets data, analyzes design alternatives; performs calculations and develops cost estimates.
- Maintains and organizes the City's as-built hard and digital records; updates databases and converts digital records; maintains City's records of underground utilities and past improvements.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in construction project management, engineering or closely related subject AND five years of experience in construction management is required.

Knowledge of:

- City policies and procedures.
- Civil engineering methods and practices for project planning, designs, technical plans, specifications, estimates, and reports for civil engineering and infrastructure improvement projects.
- Construction techniques and equipment.
- Customer service and public relations methods and practices.
- Fundamental engineering computations, methods, practices, and techniques used in mapping.
- Fundamental survey methods, practices, and techniques.
- Principles and practices of government project management and methods of evaluating construction contract compliance.
- Principles of record keeping and records management.
- State and federal codes and regulations governing civil engineering and public works projects.

Skill in:

- Collecting and analyzing data and information to draw logical conclusions and make effective recommendations.
- Communicating effectively verbally and in writing.
- Computing mathematical engineering calculations.
- Establishing and maintaining cooperative working relationships with co-workers.
- Interpreting and applying state and federal statutes, codes, rules, and regulations.
- Operating a personal computer utilizing standard and specialized software.
- Project and construction management.
- Reading, interpreting, and applying field notes to perform drafting assignments.
- Working effectively with others to develop solutions for problems.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required.

Certified Public Infrastructure Inspector desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment and in internal and external environments and construction sites throughout the City with possibility of exposure to hazardous materials.