



## City of Tigard Public Works Department

### Project Coordinator Job Description

#### **DEFINITION**

Under general supervision, manages and coordinates the contracts, plans, schedules, and work of small to mid-sized CIP projects for the Public Works Engineering Division. Prepares informal requests for proposals for CIP projects, solicits design proposals from consultants, and assists in creating contracts for selected consultants. Oversees consultants on CIP projects and coordinates, organizes, and collaborates with project inspectors, project engineers, consultants, and contractors. Prepares exhibits, provides plan and specification review, and assists with preparation of grant submittals for CIP projects. Organizes, develops, drafts, and provides dimension details of complete projects using conventional or computer-aided drafting equipment as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff. May exercise functional and technical direction over and provide training to lower-level staff.

#### **CLASSIFICATION CHARACTERISTICS**

This is a single-position classification responsible for performing project management for the Public Works Engineering Division projects. Responsibilities include coordinating the design and construction phases of engineering projects, conducting research and analysis, and preparing reports, estimates, and meetings. Incumbents provide design/planning input and require the ability to determine project design or construction needs. Performance of the work requires the use of independence, initiative, and discretion within established guidelines. The work requires public contact, the frequent use of tact and judgment, good knowledge of departmental operations, and the ability to coordinate independent projects. This class is distinguished from the Project Engineer/professional engineering series in that the latter requires a professional degree and an extensive professional background and performs professional engineering work with independent judgment.

#### **ESSENTIAL JOB FUNCTIONS**

- Prepares cost estimates based on design, and prepares specifications and contract documents. Provides input for the development of CIP budget.
- Collaborates with other project managers, project inspectors, consultants, and contractors during design phase of capital improvement projects, and to identify and address immediate project needs during construction.
- Prepares agendas, leads, and participates in project and construction meetings. Participates in regular on-site contractor meetings to discuss project schedule and milestones.
- Oversees consultants on CIP projects and coordinates, organizes, and collaborates with project inspectors, project engineers, consultants, and contractors:
  - Regarding project schedules and upcoming construction activities, and
  - During contract, plans, and specifications disputes.
- Reviews, coordinates, and responds to contractor requests for information (RFIs) during construction.
- Attends and participates in public meetings.
- Organizes, prepares, and distributes city plan review comments.
- Prepares informal requests for proposals for CIP projects, solicits design proposals from consultants, and assists in creating contracts for selected consultants.
- Assists Contracting and Purchasing through bidding process; responds to contractor inquiries, prepares in contract addendums, and participates in bid openings.

- Incorporates construction documents and bid specifications in City contract for bidding purposes; prepares contract summary forms as needed for projects awarded after bidding process.
- Reviews, prepares, and approves contractor and consultant invoices; reviews quantities and percentages complete for projects, solicits concurrence from projects inspectors, and submits for payment authorization.
- Reviews and approves contractor submittals with assistance from City inspectors. Conducts site visits and performs quantity verification.
- Negotiates, facilitates, and prepares change orders for construction projects, prepares contract amendments, and solicits change order approval from other project managers and the City Engineer.
- Provides quality assurance in reviewing consultant design and construction documents to ensure city project needs are met, best management practices are implemented, and deliverables are provided.
- Performs site observations and provides onsite quality assurance for construction projects.
- Assists with preparation of grant submittals for CIP projects including preparing construction estimates and writing grant narratives.
- Provides technical and functional direction and provides training to lower-level staff.
- Participates in performing complex permit processing duties.
- Provides project assistance to engineering staff on capital improvement projects (CIP) by providing design solutions and project specification suggestions.
- Organizes, develops, drafts, and provides dimension details of complete projects using conventional or computer-aided drafting equipment.
- Performs engineering studies, conducts research, and performs analysis and modeling to complete project design.
- Provides time-sensitive and effective technical support to other project managers and engineers.
- Provides project assistance to the Assistant City Engineer as needed.
- Performs other duties as assigned.

#### **Job and Conduct Requirements:**

- Maintains regular job attendance and adherence to working hours, consistent with applicable policies.
- Complies with applicable city, state, local, and federal laws, rules, and regulations; Follows and maintains knowledge of all City policies and procedures.
- Observes safe work methods; reports safety, sanitary, and fire hazards immediately to supervisor and follows prescribed policies for safety.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Participates effectively at regular team meetings using appropriate interpersonal skills and problem-solving skills and conflict resolution strategies.
- Maintains appropriate certifications and training, as required.
- Interacts thoughtfully and courteously with staff and community; Acts and resolves conflict in a professional manner.

#### **JOB QUALIFICATIONS**

##### **Knowledge of:**

- Drafting and surveying equipment, computers, principles, problems, techniques, and practices.
- Methods, materials, and techniques used in the construction of public works projects, including water and wastewater systems, storm water, streets, traffic systems design, parks, trails, and stream restoration.
- Basic principles, practices, procedures, and standards related to City public works and engineering infrastructure development and maintenance.

- Civil engineering principles, practices, and methods applicable to office and fieldwork involving the design, construction, and maintenance of projects.
- Basic principles and practices of capital improvement program budgeting, cost estimation, funding, project management, and contract administration.
- General design, layout, and construction practices for public improvements such as streets, storm drains, grading, and landscaping design.
- Principles and practices of technical civil engineering drafting and surveying.
- Plan review, mapping, and construction practices.
- Principles and practices of program and project management; contract administration.
- Bidding requirements for public works projects.
- Engineering plan types, review practices, and permit filing and approval procedures.
- Grant preparation and management.
- Applicable Federal, State, and local laws, codes, regulations, and permits.
- Modern developments, current literature, and sources of information regarding engineering.
- Principles of advanced mathematics and their application to engineering work.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Methods and techniques of effective technical report preparation and presentation.
- Modern office practices and technology, including personal computer hardware and software applications related to the work, such as computer-aided drafting concepts and applications, and Geographic Information Systems (GIS) programs.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Record keeping principles and procedures.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations and with property owners, developers, contractors, and the public.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

**Skill in:**

- Use of personal computers, computer hardware and software applications, including Geographic Information Systems (GIS) and/or Computer-Assisted Drafting (CAD), and related equipment and programs.
- Mathematical calculations and accurate design computations and drawings.
- Preparation of and modification of a variety of plans, specifications, design drawings, topographic maps, graphic materials, cost estimates, and technical reports.
- Use of standard office equipment.
- Verbal and written communication skills; customer service skills.
- Organizational and time management skills to organize own work, set priorities, and meet critical time deadlines.
- Establishing and maintaining a variety of filing, record-keeping, and tracking systems.

**Ability to:**

- Perform responsible technical engineering and design support work with accuracy and speed.
- Perform standard design work under professional engineering supervision.
- Apply technical research methodologies and write technical reports.
- Prepare, understand, and interpret engineering plans, technical drawings, specifications, maps, and other contract documents.
- Make design computations and check, design, and prepare plans and studies.

- Effectively conduct meetings and make presentations to various groups.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals.
- Organize, implement, and direct construction projects and activities.
- Coordinate and oversee project administrative, budgeting, and fiscal reporting activities.
- Develop, interpret, apply, and explain a wide variety of technical policies and procedures, and communicate difficult procedures and regulations to those encountered in the course of work.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate options; and recommend/implement appropriate course of action.
- Research, analyze, and summarize data, and prepare, present, and maintain accurate and reliable reports containing findings and recommendations.
- Coordinate assigned activities with other City departments and agencies as required.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Plan, schedule, assign, and oversee activities of and provide training to lower-level staff.

## **MINIMUM QUALIFICATIONS**

### **Minimum Education/Experience Requirements:**

Any combination of training and experience, which would provide the required knowledge, skills and abilities, to perform the essential functions of the position, may be qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering, drafting, surveying, mathematics, or related field, and
- A minimum of two (2) years of experience in paraprofessional civil engineering, landscape architecture (or related field), and project management/administration.

### **License and Certification Requirements:**

- Possession of a valid driver's license with a clean/satisfactory DMV driving record report.

### **Preferred Qualifications:**

- Engineer-in-Training preferred.

## **WORKING CONDITIONS**

### **Work Environment:**

The duties for this job will be performed primarily in an office environment with moderate noise levels, controlled temperature and ventilation conditions, and rare to no direct exposure to hazardous physical substances. The work environment varies between a combination of a standard office setting and various outdoor settings where the employee is occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous

physical substances and fumes. Employee may interact in difficult interpersonal situations with both staff, public, and/or external representatives in interpreting and enforcing departmental policies and procedures.

**Physical Demand/Manual Dexterity:**

The duties for this job require mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle; and to visit and inspect various City development sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although the job involves field inspection work requiring walking at inspection sites to monitor performance and to identify problems or hazards; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds as well as stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, and peripheral vision.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Management is receptive to receiving requests from employees for accommodations related to disability, will engage in the interactive process with employees who make such requests and, where accommodation is needed and reasonable, is committed to providing accommodation, unless doing so would impose an undue hardship on the operation of the business.

**REVISED:**

December 2014; new classification