

TOWN OF AVON JOB DESCRIPTION

Job Title: Project Coordinator

Exempt: No

Pay Grade: \$18.05 – 20.56/hour

Reports to: Assistant Public Works Director

Department: Public Works

Closing Date: 11-16-2018 – 4:30pm (EST)

JOB SUMMARY

The Project Coordinator manages day-to-day departmental operations and issues. Assignments are broad in scope and require the use of independent judgment and initiative in making technical decisions. The Project Coordinator will assist in contract management and inspections of infrastructure for Town projects. Work is performed under the general direction of the Assistant Public Works Director and performance is evaluated on the basis of results achieved.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the Public Works Project Coordinator might be asked to perform. Other duties may be assigned.

Essential Functions:

- Inspects streets, signs, sewers, retention and detention ponds, drainage, and erosion control for maintenance and possible improvements.
- Assists with inspections of all road maintenance projects, sign installations, drainage work and snow removal operations performed by outside contractors and service providers.
- Conducts field investigations and documents findings for MS4 program
- Inspects all road maintenance projects and sign installations.
- Performs inspections in accordance with all applicable federal, state, and town codes.
- Ensures all streets are properly maintained and cleared during severe weather conditions.
- Assists with coordination/inspection of Public Works projects such as street sweeping, crack sealing, reclamite, HMA Paving, pavement marking, storm drain marking, and sign installation.
- Monitors street conditions and utilizes the latest software or methods for tracking road conditions.
- Tracks and ensures developer's performance and maintenance bonds are current and public works infrastructure has been inspected and approved
- Assists with field work and reports associated with complying with ADA requirements
- Assists with processing, reviewing, and inspecting right-of-way work
- Coordinates and resolves insurance claims for reimbursements and damages
- Assists with traffic calming program
- Coordinates urban forestry job duties such as updating town tree inventory, public relation activities, annual budgeting for programs, and properly maintains all associated documentation
- Tracks and updates system for fleet vehicle maintenance and fuel usage
- Coordinates and resolves building maintenance issues as assigned
- Assists with general supervision of Public Works department projects and issues.

- Responds to and resolves complaints from general public regarding Public Works projects.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality, seamless customer service.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required at the time of hire or for continuation of employment.

Education and/or Experience:

- Bachelor's degree in Public Administration/Public Management.
- Minimum of one (1) year work experience in public works.
- This position may require the use of personal or Town vehicle. Individuals must be capable of operating the vehicles safely, possess a valid Driver's License, and have an acceptable driving record.
- Residency not required, but must be available during severe weather and/or emergency incidents.

Skills and Abilities:

- Knowledge of automotive and construction equipment usage, maintenance, and related equipment.
- Knowledge of electrical systems.
- Knowledge of materials, methods and techniques utilized in construction and maintenance activities of the department.
- Knowledge of public administration principles and practices.
- Knowledge of privatization and contracting methods and techniques.
- Ability to read and interpret documents such as: policies and procedures; federal and state OSHA, NIOSH, and EPA regulations; and teaching materials like handbooks, manuals, and computer manuals.
- Ability to work cooperatively and maintain a professional manner when dealing with Town officials, staff, and the general public.
- Ability to provide expert advice without formal supervisory responsibility.
- Ability to respond to complaints and grievances in a professional and courteous manner.
- Advanced ability to prepare reports for publication and presentation.
- Ability to work independently and with a team.

Language Skills:

- Ability to communicate effectively with other Town employees, officials, and the general public.
- Ability to communicate effectively in both written and verbal form.
- Ability to participate and perform effectively in all types of meetings.

Mathematical Skills:

- Ability to perform basic math skills: add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Skills:

- Ability to define problems and respond within a variety of situations.
- Ability to think critically, maintain self-control, and adapt to stressful situations.
- Ability to use good judgment and effectively solve problems independently.
- Ability to plan work and establish priorities with limited supervision.
- Ability to interpret a variety of instructions furnished in written, oral, and diagram or schedule form.
- Ability to organize time and resources.

PHYSICAL AND WORK ENVIRONMENT

The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Environment:

- The duties of this job include physical activities such as stooping, kneeling, standing, reaching, walking, lifting (up to 50 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include: close, distance, and peripheral vision; depth perception; and the ability to adjust focus.
- Employees may be expected to perform duties in different weather conditions with exposure to the elements.
- At emergency scenes the employee may:
 - Work at excessive heights via use of ladders or lifting devices, or go into tunnels utilizing proper safety techniques.
 - Be exposed to excessive heat, cold, wet, and hazardous situations.

Work Environment:

- Ability to work under time pressures, such as frequent "rush" jobs, urgent deadlines, etc.
- Ability to work around distractions such as telephone calls and other disturbances.
- Ability to deal with unpleasant social situations such as irate or disturbed individuals.
- Ability to work in a hectic, busy, and sometimes stressful work environment.