



Title: Public Works Project Coordinator

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Construction Superintendent.
This is a non-supervisory job classification

MINIMUM QUALIFICATIONS

- **Education:** High school education or GED.
- **Experience:** Minimum of five years related experience. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.

JOB SUMMARY

The purpose of this position is to manage and coordinate Utilities and Facilities projects for the Public Works – Utilities Department. Works with architects, construction professionals, vendors, outside agencies, and staff to complete projects; oversees project design activities from the onset to completion, including creation of the project scope, design, review, coordination of workflow, vendor evaluation and selection, project schedules, project deliverables, and quality control; prepares and executes Capital Improvement Projects (CIP) and Utility / Facilities Operational Projects; manages project budgets, expenditures, and changes to contracts; completes analyses; estimates budgets; completes related technical assignments.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Develops initial project scope, schedule, budget, and requirements for Utilities and Facilities CIP, Program, and Operational projects.
2	Procures design professional / vendor and construction trades; identifies project method for completion; reviews existing contract; prepares scope of work to be performed; coordinates with Materials Management to solicit proposals from contractors and / or vendors; evaluates proposals for compliance with scope of work; recommends selection.
3	Manages and schedules the delivery of projects; observes work progress; monitors quality of workmanship; reviews and approves change orders and negotiates cost and / or credits resulting from changes; resolves conflicts, disputes, and performance deficiencies with contractors.
4	Manages project close-out. Creates and reviews punch lists; reviews contractor progress; reviews drawings and specifications; coordinates delivery of as-built mark-ups; receives and records all project record documents.
5	Provides project management assistance to other City departments. Coordinates project efforts with internal departments, outside agencies, and the public; coordinates the delivery of Facilities services in support of the maintenance division.
6	Supports the Facilities staff and Maintenance Division with maintenance-related projects.



City of Peoria

HUMAN RESOURCES

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"				
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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Sedentary	Light	Medium	X	Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.

Work Environment for this position is indicated below with "X"				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	Outdoors	Vehicle	X	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.		The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers / plotters, scanner, copy / fax machine, and related software, telephone, calculator, vehicle, camera, tape measure.

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, gloves, safety footwear, safety eyewear, safety vest, safety harness.