



# City of Peoria

## HUMAN RESOURCES

### **Title:** Engineering Project Coordinator

**FLSA STATUS:** Exempt from overtime under FLSA.

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

Receives direction from Plan Review Supervisor – Site Development.  
This is a non-supervisory job classification

#### **MINIMUM QUALIFICATIONS**

- **Education:** Two-year Associates degree or equivalent
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** None noted.

#### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.

#### **JOB SUMMARY**

The purpose of this position is to utilize civil engineering knowledge and experience to review and coordinate a variety of development engineering projects within the City. Analyzes and interprets construction and planning documents for compliance with City requirements; reviews engineering and technical reports for private development projects; reviews final plats, preliminary plans, and site plans; reviewed plans include Water, Sewer, Paving, Grading and Drainage, Storm Drains, Drainage Reports, Soils Reports, Water and Sewer Reports, Plats and other Land Defining Documents for conformance to City, County, State, and Federal Standards. Provides information and assistance to the public, office, and field staff regarding City standards and policies for City Engineering Division; provides floodplain determinations to the public; assists Community Official with technical or Federal floodplain matters. Provides technical assistance to Engineering Department Field Inspection staff regarding design or materials related questions; accompanies staff on site visits to view and make recommendations on decisions that may affect City-approved construction under engineering permit; completes plan reviews (commercial and residential) during preliminary and final plan stages; provides technical engineering support to internal and external customers (verbal and written); coordinates with permit specialist to issue permits for development projects; provides assistance to public regarding engineering related questions and concerns; performs case review for new developments to ensure compliance with City master plans, standards, and coordination with City capital improvement projects; prepares maps and legal descriptions; reviews engineering calculations and designs; assists in reviews and updates to Engineering Infrastructure Design Guide; coordinates with other departments and agencies; works with field inspectors on construction issues; coordinates with inspector, engineer, and developer to reach timely resolutions.



**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	Technical Plan Review. Interprets, applies, and enforces the provisions of the City's Infrastructure Design Guide and other applicable federal, state, and local codes, laws, rules, regulations, specifications, standards, policies, and procedures; reviews construction plans, including water, sewer, paving, landscaping, street light, grading and drainage, dry utilities, site plans, and preliminary and final plats, and master water, sewer, drainage, and transportation reports; ensure compliance with requirements governing uniform construction, installation of utilities and amenities, platting, traffic, sanitation, and other factors; coordinates distribution of plans to other divisions / departments for review or upon approval; monitors status of reviews; discusses construction plans, permit procedures, status of plan reviews, problem areas, changes / needed corrections; and contractor responsibilities with City staff, property owners, developers, contractors, engineers, and architects; reviews engineering calculations and designs; discusses technical issues / designs with internal staff and external professionals.
2	Technical and Professional Engineering Support Services. Exhibits service orientation toward customers and maintains productive working relationships; provides assistance to inspectors in interpretation of plans and resolution of problems during construction; reviews as-built plans to ensure compliance with original plans and specifications; conducts field / site visits; inspects sites to identify potential construction difficulties due to existing items not reflected on construction plans; coordinates engineering activities with other City departments, divisions and sections and with outside agencies; conducts research of various sources; prepares maps and legal descriptions; develops and creates revised or new Standard Details; develops revisions and updates to the Engineering Infrastructure Design Guide; prepares Council communications; assists general public with engineering related questions and concerns, including projects proposed within Special Flood Hazard Areas designated by Federal agency as floodplains or floodways; reviews in Special Flood Hazard Areas involve report format material that will be filed with Federal agency.



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3 Other Agency Contact. Contacts other agencies with material labs on behalf of the City when materials questions arise or when annual mix designs are obtained from agencies with material labs; reviews data prior to being uploaded to City’s web site or furnished to inspection staff for use in the field; pursues issuance of Approval of Construction certificates from Maricopa County Health Department; assists Project Manager or field staff in obtaining certificate for capital projects.

### 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	X	Medium	Heavy		Very 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.		Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 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	X	Outdoors		Vehicle		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, laptop, printers and related software, calculator, telephone, architectural / engineering scales, red writing instruments.

### PROTECTIVE EQUIPMENT REQUIRED:

Protective clothing, safety footwear, protective eyewear, hard hat.