

Public Works Commission
Of the City of Fayetteville, North Carolina 28302

Position Classification Plan
Job Description

TITLE: SENIOR PROJECT COORDINATOR **GRADE: 413**

TITLE ABBREVIATION: SR PROJECT COORD **EEO CODE: 2** **CODE: CO112**

FLSA CODE: EX **REVIEWED DIR HUMAN RESOURCES:** **DATE:**

DIVISION: VARIOUS **DEPARTMENT: VARIOUS**

SUPVR'S TITLE: DESIGNATED **APPRVD CEO/GM:** **DATE:**

SUMMARY OF RESPONSIBILITIES: This class is responsible for supervising, coordinating, monitoring contractors and Public Works Commission employees/crews working on projects/contracts. Responsibilities include, but are not limited to, assuring strict compliance with plans/specifications/other standards related to Public Works Commission utility installation and construction projects; preparing/signing time sheets/activity/progress/cost reports/records; maintaining/reviewing daily work log of activities and field findings; monitoring work in progress through completion; referring/documenting proposed deviations from approved plans during construction to Engineering Department and/or appropriate supervisor; planning/estimating/scheduling/labor/material requirements; coordinating delivery of equipment/materials to job sites; meeting with customers/contractors; checking installation of materials; participating in the assessment and improvement of construction of construction materials. Monitors the work of contractors, and supervises Public Works Commission employees engaged in work on assigned projects. Operating under general supervision of a designated manager/supervisor, latitude is allowed for the exercise of independent judgement in planning and coordinating the details of the work. Extended hours and on-call/call back availability may be required. Working hours subject to change. Performs related work as required.

ESSENTIAL FUNCTIONS:

1. Assures safety rules are enforced and no lost time accidents occur;
2. Provides input into department/division objectives/long range plans; assures all goals are met in area of responsibility; provides input into annual work plans, programs, staffing requirements, equipment requirements, and related budgets, as appropriate;
3. Assures the technical and/or professional expertise of employees; provides career development and training programs; assures employee participation in all required safety and training programs; encourages individual career development;
4. Creates and maintains an atmosphere conducive to good employee/management relations; recognizes the rights of individual employees; addresses problems affecting employee/management relations;
5. Assures the productivity and quality of work for all areas of responsibility; identifies/recognizes/analyzes problems; selects and implements sound/timely/effective solutions; promotes participation, cooperation, and teamwork; adjusts leadership style to individual, group, and/or situation needs;
6. Responds to customer's (internal and/or external) concerns/complaints in a professional/timely manner; communicates concerns/complaints to manager, when appropriate; maintains composure at all times;
7. Interviews, selects, hires, promotes, demotes, transfers, and recommends termination of employment to management; reviews the performance of staff to encourage growth and development; provides on-going feedback with frequent contacts with employees; maintains 98%, or greater, attendance average;
8. Recommends approval of travel/vacation/leaves of staff;

SENIOR PROJECT COORDINATOR: continued

9. Performs timely employee reviews in accordance with PWC policies/procedures; applies appraisal process accurately and impartially; corrects performance deviations; subordinates, collectively, meet 98% of their standards;
10. Prioritizes work, based upon project requirements, to ensure effective utilization of available resources; anticipates needs; provides accurate and timely reports in all areas of responsibility.

EQUIPMENT OPERATED: Computer, calculator, testing, communication, and other equipment, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of safety rules/regulations/procedures; thorough knowledge of the methods/procedures/materials/tools/equipment used in the trades; thorough knowledge of supervisory concepts and practices; skill in accurately using specialized testing devices; skill in using computer hardware and applicable software applications; ability to read/interpret blue prints/schematics/engineering maps/sketches/drawings; ability to perform accurate mathematical computations; ability to perform a variety of tasks under varying weather conditions; ability to work in confining areas; ability to communicate effectively, both orally and in writing; ability to research, plan, coordinate, schedule, project, and prioritize work; ability to prepare and maintain reports and records; ability to supervise people and multiple projects; ability to maintain effective working relationships with customers, the general public, all levels of employees, officials, and contractors.

MINIMUM QUALIFICATIONS: (either)

- (A) Graduation from an accredited four (4) year university/college with a Bachelor's Degree in engineering, drafting, design or related field **and a minimum** of one (1) year of construction field experience with project oversight responsibilities; **OR**
- (B) Graduation from a two (2) year accredited university/college or technical school with a degree/certification in engineering/design/drafting/construction technology or related field **and a minimum** of three (3) years of progressively responsible experience as defined in (A) above; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **and a minimum** of five (5) years of progressively responsible experience as defined in (A) and (B) above; **OR**
- (D) An equivalent combination of education, training, and experience as defined in (A), (B), and (C) above.

SPECIAL REQUIREMENTS: Must possess and maintain a valid North Carolina Driver's License. **When employed in Water Resources Division (Construction and Lift Station Departments):** Must possess and maintain a valid North Carolina (Grade A) or Wastewater Grade IV water distribution certification.

PHYSICAL REQUIREMENTS: Must be able to perform the essential functions of the position.

SAFETY HAZARDS: Exposure to inside/outside working conditions, variable weather conditions, noise, proximity to moving vehicles, heavy equipment, mechanical parts, electrical current, working on ladders, scaffolding, heights, extremes in temperature.

PROTECTIVE EQUIPMENT: As required in the Public Works Commission's Safety Manual.

EMPLOYER'S RIGHTS: This job description is general and illustrative of the kind of duties required of this position. It is not exhaustive and does not contain a detailed description of all the duties that may be assigned to the incumbent occupying this position.