

UTILITIES ENGINEERING PROJECT COORDINATOR

SUMMARY:

Under limited direction, reviews plans and drawings and coordinates the design and completion of construction projects as assigned; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics). This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are **not** in any hierarchical order)*

1. Reviews design plans, as-built record drawings, and projects submittals/specifications for accuracy, completeness and conformance with applicable Federal, State and City laws, codes, ordinances and regulations.
2. Oversees and coordinates construction projects ensuring projects stay within budget and are completed on schedule.
3. Participates in project design meetings and reviews plans, specifications and engineering drawings for conformance to applicable codes.
4. Prepares and makes recommendations for revisions and/or improvements to construction plans and specifications.
5. Prepares daily project progress reports and project review meeting reports.
6. Conducts on-site inspection of projects to identify non-conformance issues.
7. Collects and provides technical and financial information regarding construction projects to management.
8. Coordinates workflow and prepares and maintains comprehensive technical documentation.
9. Acts as liaison between City representatives, project staff and contractors. Resolves issues related to contractor compliance.
10. Maintains records and data system.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Federal, State, and city laws, ordinances, codes and regulations applicable to area of assignment.
- Knowledge of principles of budget development and administration.
- Knowledge of contract administration.
- Knowledge of criteria used in the design of utility projects.
- Knowledge of methods, materials, equipment, and safety hazards of utility construction projects.
- Skill in analyzing and evaluating information and in expressing ideas clearly when providing oral or written reports and recommendations.
- Skill in reading and interpreting blueprints, electrical schematics, architectural and engineering drawings.
- Skill in organizing and coordinating large construction projects.
- Skill in working cooperatively with others.
- Skill in communicating effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light work in an office setting. There is frequent need to talk or hear, use hands to finger, handle, or feel, walk, reach with hands and arms and to occasionally lift moderately heavy objects (up to 50 pounds) and perform other similar actions during the course of the workday. There is occasional need to work outdoors, with exposure to the weather, when inspecting construction sites. The City of West Palm Beach promotes a drug/alcohol-free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Associate's degree from an accredited college or university with a major in Business, Engineering, Environmental Health or related field and five (5) years of experience working

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in the design or construction of utility systems or managing utility construction projects, or any equivalent combination of training and experience. A valid State of Florida driver's license is required.