



Coordinator, Capital Projects

SALARY GRADE: 20

PURPOSE OF POSITION: To provide advanced project management services for the Department. Work involves the performance of a variety of complex planning and management duties which may be associated with engineering, development, roadway, landscaping, parks, recreation, special events, parking projects, and/or neighborhood association projects.

ESSENTIAL FUNCTIONS:

- Participates in the planning of landscape, streetscape, park and recreation, development projects, roadway, parking and other related capital improvement projects.
- Reviews construction progress of private contractors and utilities engaged in projects.
- Participates in the selection of professional consultants.
- Participates in the preparation of bid packages for projects, administers construction contracts, monitors progress of contractors.
- Prepares written reports and presentations on active and proposed projects.
- Provides oversight of design, permitting, construction and performance for associated projects.
- Represents the City with neighborhood associations, civic and special interest groups concerned with issues related to assigned projects or special events.
- Provide review of contracts for compliance with applicable regulations of grant authorities and serve as contract/grant administrator and construction coordinator for assigned projects.
- Prepares detailed cost estimates for projects and proposed contract projects.
- Evaluates bids received on contract projects.
- Makes field inspections to verify or obtain information on existing conditions or possible design alternatives in addition to inspecting for permit and project compliance.
- Holds communication meetings with contractors, businesses, utilities, and other involved parties regarding current and future projects.
- Communicates relevant information on project activities to be place on City website.
- Utilizes GIS to develop maps and handouts for project explanation and representations.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that will be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

JOB BASED COMPETENCIES:

- Knowledge of the managerial, operational, administrative, political, environmental, and other issues pertaining to City Departments.
- Knowledge of the principles and practices applied in inspection and testing of materials used in the construction of landscape, streetscape, park development, roadway and other related Capital projects.
- Knowledge of professional landscaping and horticultural practices and principles.
- Knowledge of engineering and construction practices and principles.
- Knowledge of methods of collection and analysis of data and the preparation of succinct, coherent, technically accurate reports and presentations.

- Knowledge of Microsoft Office Suite products.
- Knowledge of critical path method capital projects scheduling.
- Ability to supervise the work of technical assistants.
- Ability to review plans and specifications for completeness and accuracy.
- Ability to work with architects, engineers and planners and provide input regarding City landscape requirements.
- Ability to maintain accurate files and records of major projects.
- Ability to communicate effectively and clearly both orally and in writing.
- Ability to establish and maintain effective working relationships with staff, City officials and other Departmental employees, architects, engineers, consultants, contractors and the general public in both private and public sectors.

PUBLIC CONTACT: Contacts are an essential component of this position. The incumbent interacts frequently with officials and employees of other City and County departments, vendors, contractors and members of community-based groups in both the public and private sector and other members of the public. Public interactions usually occur in response to inquiries about assigned project activities, City planning programs or similar issues. Contacts are for the purpose of obtaining and furnishing information, providing interpretations and explanations, responding to complaints, etc.

ORGANIZATIONAL STATUS: Under the direction of and responsible to the Department Head or designated representative.

SUPERVISION EXERCISED: Usually none, but occasionally may be required to supervise the work of technical assistants or other staff.

PHYSICAL REQUIREMENTS: This is light work requiring exerting up to 20 pounds of force occasionally and up to 10 pounds of force frequently. Work requires considerable physical activity including walking, lifting, reaching, stooping, pulling, grasping, balancing, climbing, kneeling, standing, and crouching. Incumbent is subject to inside and outside activities with a variety of weather changes, noise, vibrations, job hazards, and atmospheric conditions. Position requires visual acuity for reviewing, checking, preparing, maintaining written and computer files. Incumbent is required to have sufficient hearing to accurately perceive information at normal spoken word levels. Manual dexterity to operate standard office, data entry, and word processing equipment is required.

MINIMUM QUALIFICATIONS:

<p>Coordinator, Capital Projects</p> <p>Job Code: 13B.24 Salary Grade: 20 FLSA Status: Exempt Union: Non-Represented</p>	<ul style="list-style-type: none">• Associate Degree in Engineering, Architecture, Public Administration, Horticulture, Landscape Architecture, Parks and Recreation, or related field.• Four years experience in project management; or any equivalent combination of education and experience which provides the required knowledge, skill and abilities.• Possession of and ability to maintain a valid State of Florida Driver's License is required.• Must possess or be able to acquire a Class "B" Commercial Driver's License (CDL) within six (6) months of employment.
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TRAINING REQUIREMENTS: ICS 100 and IS 700