



Coordinator, QA/QC Public Works

SALARY GRADE: 18

PURPOSE OF POSITION: To provide a Quality Assurance/Quality Control and preventative maintenance program for all City electric traffic control facilities, striping and street signage and other infrastructure, installed and/or constructed within the City's rights-of-way, coordinate special events, and provide utility locates and mapping of all City traffic and electric lines.

ESSENTIAL FUNCTIONS:

- Provides the location and/or mapping of electronic traffic, street lighting cable utilities and other infrastructure.
- Inspects City and private contractors work within the City's rights-of-way.
- Inspects signal hardware for structural stability and operation.
- Advises, assists, and confers with City and State officials, law enforcement, contractors, engineers, and utility companies in coordinating construction/special event activities involving traffic control and signal installations.
- Installs wiring and electrical systems in municipal buildings and facilities, as required.
- Works with other City departments on CPTED reviews for street lighting surveys
- Establishes and maintains appropriate records and reporting systems.
- Evaluates existing programs for efficiencies, performance and accomplishments. Recommends and implements programs and procedural changes to accomplish overall divisional and departmental quality control and quality assurance.
- Reviews engineering design work of Public Works projects to include plans and specifications documents, contract documents, technical engineering reports and project cost estimates.
- Assesses the cost of, and determines the responsibility for, products or materials that do not meet required standards and specifications by performing difficult statistical analyses. May establish statistical confidence by identifying sample size and acceptable error and determining levels of confidence.
- Identifies quality performance, trends and corrective action by coordinating with staff and suppliers.
- Ensures compliance to specified quality requirements by performing audits and surveys.
- Inspects utilities facilities to determine compliance with plans and specifications and City, county, state and federal construction and environmental protection requirements.
- 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:

- Considerable knowledge of the methods, materials, equipment, and techniques used in the installation, repair and maintenance of electronic traffic control equipment, traffic markings, and signs.
- Considerable knowledge of the basic principles of electricity and the operation of electronic equipment.

- Considerable knowledge of the occupational hazards and necessary safety precautions related to the electrical trade.
- Considerable working knowledge of U.S. Department of Transportation F.H.W.A. Manual on Uniform Traffic Control Devices, and all revisions, U.S. Department of Transportation F.H.W.A. Traffic Control Devices Handbook, and all revisions, Florida Department of Transportation Traffic Operations Standards, Florida Department of Transportation Specifications for Traffic Signal Installation, and Florida MUTCD, Part VI, "Traffic Controls in Construction and Maintenance Work Zones".
- Ability to read and interpret blueprints, diagrams, and specifications.
- Skill in the use and maintenance of complex electrical and electronic testing, diagnostic and repair equipment.
- Complete knowledge of City street layout.
- Ability to work overtime and/or be on call.
- Ability to establish and maintain effective working relationships with other City employees, City officials, private contractors, and the general public.
- Ability to analyze professional and technical engineering issues, quality control and assurance matters.
- Ability to develop and monitor operations and maintenance work programs and determine work being performed is accurate and on schedule. Need to notify project manager or responsibility party that work is unsatisfactory. Need to follow up to ensure anticipated program results.
- Ability to prepare and present complete, accurate and coherent reports.

PUBLIC CONTACT: Position requires considerable public contact with other City department and with contractors and citizens.

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

SUPERVISION EXERCISED: None usually, but may supervise a small staff during special projects.

PHYSICAL REQUIREMENTS: This position requires the exertion of 50 pounds of force occasionally and up to 20 pounds of force frequently. Position requires considerable physical activity including walking, lifting, reaching, stooping, standing, grasping, balancing, climbing, kneeling, and crouching. Incumbent is subject to inside and outside activities with no effective protection from weather conditions. Visual acuity is required to inspect work completed by crews for accuracy and quality. Position requires hearing sufficient to accurately perceive information at normal spoken word levels. Manual dexterity is required to operate equipment in the performance of duties.

MINIMUM QUALIFICATIONS:

<p>Coordinator, QA/QC Public Works</p> <p>Job Code: 14.56 Salary Grade: 18 FLSA Status: Non-Exempt Union: Non-Represented</p>	<ul style="list-style-type: none">• Associate Degree from an accredited college or university with a in Electrical Theory and/or Electronics or related discipline.• Five (5) years of progressively responsible experience as a Traffic Signal Technician with a municipal Public Works organization; or the equivalent in education, training, and experience, which would provide the necessary knowledge, skills and abilities.• Level II IMSA (International Municipal Signal Association) Certificate.• A Maintenance of Traffic (MOT) Advanced Traffic Certification.• The ability to possess and maintain a valid Class “B” or higher State of Florida Commercial Driver’s License (CDL) within six (6) months of employment is required.
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TRAINING REQUIREMENTS:

- Successful completion of 10 hours of Customer Service Training within one (1) year of employment is required.
- ICS 100 and IS 700