

TOWN OF SAN ANSELMO

PROJECT COORDINATOR

DEFINITION

Under general supervision, position performs project management and technical duties relating to public works or private development projects and performs other related public works duties as assigned. The employee may oversee the work of contractors for assigned projects and may provide lead work assistance to other departmental staff performing tasks on the same assigned projects. This position also provides administrative, professional and technical assistance to the Public Works, Building, and Planning departments.

SUPERVISION RECEIVED AND EXERCISED

Reports to the Senior Engineer, Assistant Public Works Director, Public Works Director, Building Official and may directly supervise administrative staff, part time staff, and outside consultants or contractors.

ESSENTIAL DUTIES AND RESPONSIBILITIES UNDER GENERAL SUPERVISION

- Coordinates, researches, or directs the completion of special projects. Coordinates projects in the field, through meetings, correspondence, and presentations where information is exchanged.
- Oversees the preparation of contract specifications and bidding documents, guides the project from bidding process to close out.
- Serves as point of contact and/or liaison for programs or special projects with other departmental staff, governmental entities and/or the public.
- Corresponds with contractors, other governmental agencies and public on problems related to public works & other construction projects.
- Represents the Department and participates on interagency groups, technical committees or special task force groups.
- Under supervision prepares comprehensive technical reports and staff reports in verbal and written form to the Planning Commission, Town Council and other agencies as required.
- Ensures compliance with Public Contracts Code, Federal and State laws, local ordinances and regulations.

- Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of local, state, and federal government
- Principles and practices of public works construction methods and materials; knowledge of contract administration, construction administration, working knowledge of engineering practices.
- Microsoft Excel, Word, and other general software in the preparation of reports and presentations

Ability to:

- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Establish and maintain effective working relationships.
- Respond tactfully and promptly to citizen requests for information and concerns.
- Prepare clear, concise, and accurate reports, records, and correspondence.
- Communicate effectively, verbally and in writing with coworkers, consultants and general public.
- Inspect public works and construction projects.
- Work effectively with contractors, engineers and their representatives.
- Operate a computer and related engineering and/or project administration software.
- Read and interpret blueprints.

EXPERIENCE AND TRAINING:

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: Equivalent to completion of an Bachelor's-level degree in applied science such as construction technology, engineering, planning or closely related field and two (2) to four (4) years of increasingly responsible administrative experience in a public sector development-permitting environment, construction administration or engineering.

PHYSICAL DEMANDS:

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 an individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands

and arms. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

SPECIAL REQUIREMENTS: Work Environment

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.

While performing the duties of this job, the employee regularly works in evenings or on weekends with indoor conditions and regularly works near video displays. The employee is exposed to outside weather conditions and uses personal vehicle. The noise level in the work environment is usually moderate.


OTHER:

FLSA Status: Non-Exempt

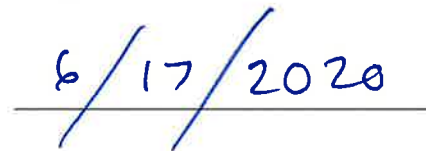
Approved by:

David P. Donery, Town Manager

Date:



Signature



6/17/2020