Public Works Coordinator

Job Code: 7562 **Pay Grade:** 020 **FLSA Status:** Exempt

020	**$36.38**	**$47.30 – Mid Point**	**Regular Employees**

General Functions

This position is responsible for supervisory and technical work with administrative responsibility in maintenance, construction and management of various public works projects. Responsible for coordination of all aspects of operation including overseeing budget, team performance, safety, equipment issues, employee issues, authorization of equipment and supplies.

Exercises considerable independent judgment and initiative in carrying out daily operational assignments. Work is performed under the supervision from either the Public Works Operations Supervisor, Manager or Assistant Manager, who reviews the work for achievement of desired objectives through conferences, inspections and reports.

Representative Duties /Assignments

- Responsible for reviewing work orders, prioritizing work and deploying appropriately in-house and/or contractual services.
- Responsible for managing supplies, equipment and manpower to ensure timely completion of projects.
- Provides detailed cost comparison to the management to make cost effective decisions.
- Supervises the budget process and its effective tracking.
- Performs continuous technical field inspections on major projects and supervises contractors and inspectors in specific disciplines including signals, signing and markings. Inspects compliance with approved work orders, permits and plans.
- Reviews, evaluates and implements plans for Emergency Management in Maintenance Units.
- Maintains project related records on iWorQ software platform and is responsible for tracking and providing status reports.
- Coordinates community activities, correspondences with Commissioners and citizens as per project requirement.

- Coordinates with State, County and City agencies for permitting, design reviews, and assists in construction activities to support different agencies as per the project requirement.
- Maintains records for all employees including payroll, overtime, scheduling etc. Responsible for counseling, discipline and training of the employees. Manages performance evaluation of the employees.
- Performs other related duties as assigned.

Minimum Qualifications

- High School graduation or equivalent and six-year experience in construction and maintenance of roads and/or primary signals, signs and pavement markings systems, to include two years of supervisory experience, or
- A college degree from an accredited institution in Civil Engineering, Construction Administration, or a closely related field may be substituted on a year-for-year basis for the required construction, road maintenance or traffic controls system experience.

Preferences

- Familiarity with traffic engineering projects for signals, signs/markings and fiber optics.
- Knowledge of the MUTCD and FDOT design standards and specifications.
- Experience in project inspection and identifying defects.
- Efficient in using electronic documentation and recording systems.
- IMSA Certifications for signals, signs/markings, MOT, fiber optics, public safety

03/05/2020